



Excel 2013 For Dummies (For Dummies (Computer/Tech))

Greg Harvey

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- Create and edit spreadsheets
- Share workbooks via SkyDrive
- Format cells, create formulas, and fix data entry errors

Need to use Excel 2013? Get just what you need to know and get on with your life!

That's what this little book is for. Here's the necessary information to get you up and running with Excel 2013 on your desktop, laptop, touchscreen tablet, or smartphone. It's not about becoming a spreadsheet guru. It's about gaining a working knowledge of Excel 2013 so you can use it in your studies or on the job — right now.

- The user experience — get acquainted with the program window, Backstage view, and Ribbon interface
- Build that spreadsheet — create workbooks and worksheets, enter data, correct errors, and use AutoFill
- The magic formula — learn to create, enter, and edit formulas
- Lookin' good — make your spreadsheets easy to understand by formatting cells, cell ranges, columns, and rows
- Share your stuff — link your worksheets to other Office documents, share them, and edit them with Excel Web Apps
- Let us print — preview your pages and print a report that makes you look good

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- How to recover your workbooks in case of a crash
- Secrets of formatting data tables
- Ways to automate Excel with Office apps and add-ins
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