



Excel 2016 All-in-One For Dummies (For Dummies (Computer/Tech))

By Greg Harvey

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Your one-stop guide to all things Excel 2016

Excel 2016 All-in-One For Dummies, the most comprehensive Excel reference on the market, is completely updated to reflect Microsoft's changes in the popular spreadsheet tool. It offers you everything you need to grasp basic Excel functions, such as creating and editing worksheets, setting up formulas, importing data, performing statistical functions, editing macros with Visual Basic—and beyond. In no time, your Excel skills will go from 'meh' to excellent.

Written by expert Greg Harvey, who has sold more than 4.5 million copies of his previous books combined and has taught and trained extensively in Microsoft Excel, this all-encompassing guide offers everything you need to get started with Excel. From generating pivot tables and performing financial functions to performing error trapping and building and running macros—and everything in between—this hands-on, friendly guide makes working with Excel easier than ever before.

- Serves as the ideal reference for solving common questions and Excel pain points quickly and easily
- Helps to increase productivity and efficiency when working in Excel
- Fully updated for the new version of Excel
- Covers basic and more advanced Excel topics

If working in Excel occasionally makes you want to scream, this will be the dog-eared, dust-free reference you'll turn to again and again.

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Editorial Review

From the Back Cover

8 BOOKS IN 1

- Excel Basics
- Worksheet Design
- Formulas and Functions
- Worksheet Collaboration and Review
- Charts and Graphics
- Data Management
- Data Analysis
- Macros and VBA

Get up to speed right away with the all-new, all-powerful Excel 2016

Excel, the #1 spreadsheet tool used by millions, has undergone a massive makeover. Each of the self-contained minibooks in this easy-to-follow guide covers one important area of Excel 2016. Find out how to make the most of your worksheets, create eye-popping charts, analyze data like a pro, and even customize Excel with VBA programming!

- **Start here** — if you're new to Excel, Book I covers all the essentials
- **Worksheet 101** — learn to enter data and build, format, print, and manage worksheets in Book II
- **Getting functional** — Book III shows you how to build formulas to calculate just about anything
- **Let's team up** — see how to share spreadsheets safely with other people and programs in Book IV
- **Charts and graphs** — in Book V, find out how to choose and create the ideal visual representation for your data
- **What to do with it** — discover in Book VI how to maintain, filter, query, and manage volumes of data
- **Analyze everything** — Book VII shows you amazing ways to analyze data and summarize it with pivot tables
- **Macro mania** — learn to automate common tasks with macros and create custom user-defined functions in Book VIII

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- Tips for using Excel on a touchscreen device
- How to customize the Ribbon and the Quick Access toolbar
- Advice on editing spreadsheets
- Ways to find and eliminate formula errors
- Secrets of sharing on OneDrive®
- Steps for querying your data
- All about Office and Excel Add-ins

About the Author

Greg Harvey, PhD, is the president of Mind Over Media, LLC., and a bestselling author of books on Excel, including all editions of *Excel For Dummies* and *Excel Workbook For Dummies*. He began teaching business users about computers back in the 1980s, and has been a dedicated educator ever since.

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Linda Cooper:

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Harold Esparza:

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