



The 2016 Dictionary of Excel Functions, Short-cuts & Tips

Marcus Stuart-Vannini

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The 2016 Dictionary of Excel Functions, Short-cuts & Tips is designed for intermediate to advanced Microsoft Excel 2010/2013 users but does include a refresher course on Excel functions and formulas for users who need to get reacquainted. You will find this book suitable for training on formulas and functions as well as an ongoing quick reference guide for short-cuts and tips.

The information, guidance, and recommendations contained in this book, coupled with its many real-world examples, should improve your spreadsheet skills and productivity immediately...so let's get busy!

Key chapters include:

Review of Function & Formula Basics

Productivity Tips & Tricks

Excel Functions Dictionary

Excel Shortcut Keys By Category

Excel Shortcut Keys Listed Alphabetically & Numerically

Excel Mouse shortcuts

Bonus – Microsoft Word Shortcuts

Bonus – Microsoft Outlook Shortcut Keys

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Statistical Analysis Tools Overview

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