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Dummies Greg Harvey,2013-06-10T00:00:00+02:00 Non avete la minima intenzione di dedicare la vostra vita allo studio di Excel ma dovete sfruttarne alcune funzionalit Avete trovato il libro che fa per voi Questa guida interamente aggiornata a Excel 2013 vi spiega come usare il programma dalle basi introducendo passo passo una nuova caratteristica dal creare modificare e stampare un foglio di calcolo fino a presentare i vostri dati in modo piacevole e professionale e molto altro ancora Spostarsi tra gli elementi familiarizzate con il Ribbon la barra di accesso rapido la barra delle Formule e altri elementi di Excel Quelle malefiche formule e funzioni imparate cosa sono e come usarle al meglio Le modifiche scoprite i vari modi per selezionare e formattare le celle scegliere i formati per i numeri e personalizzare i caratteri Manutenzione di base tenete i vostri dati in ordine e i vostri documenti aggiornati Lavorare con i dati create tabelle Pivot e scenari che vi permettano di usare l analisi di simulazione per le vostre informazioni Un tocco di classe trasformate i vostri dati in grafici dall aspetto professionale ma semplici da interpretare

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