



Microsoft Excel 2013 Plain & Simple

Curtis Frye

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- Manage your data quickly and efficiently
- Filter, sort, summarize, and crunch your numbers
- Use formulas and functions to do the heavy lifting
- Bring data to life with charts and graphics
- Share data between Microsoft Office documents
- Work as a team, online and in the cloud

Here's HOW You'll Learn It

- Jump in wherever you need answers
- Follow easy STEPS and SCREENSHOTS to see exactly what to do
- Get handy TIPS for new techniques and shortcuts
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