


# Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech))

*By Greg Harvey*

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If the thought of looking at spreadsheets makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest release of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more.

- The online videos offers two and a half hours of accessible instruction on working with Excel 2016
- Use Excel on a desktop, laptop, or tablet
- Share spreadsheets via email, online meetings, and social media sites
- Analyze data with PivotTables

If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this book and video bundle of *Excel 2016 For Dummies* sets you up for success.

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## Editorial Review

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***Inside:***

- Bestselling Microsoft *Excel 2016 For Dummies*
- Online access code to 100 how-to videos covering Excel 2016

**Master the leading spreadsheet and data analysis tool with this complete training package that covers everything you need to know about Microsoft Excel 2016**

If the thought of looking at spreadsheets makes your head swell, you've come to the right place! This hands-on, complete training package gets you up and running with Excel 2016—fast. In no time, you'll discover the best ways for creating and editing worksheets, formatting cells, entering formulas, inserting graphs, and more.

- **For the love of spreadsheets** — if you're starting with no experience in using spreadsheets, you'll discover the secrets of the Ribbons interface before moving on to creating worksheets
- **Hey, good lookin'** — find out how to edit spreadsheets to make them look good, including how to make major editing changes without courting disaster
- **Make it your minion** — discover the ins and outs of keeping track of data in a single worksheet or multiple worksheets within the same workbook
- **Dig in to data** — set up data tables with one and two inputs, perform goal seeking, and create different cases with Scenario Manager
- **Pivot on point** — get introduced to Excel 2016's extensive pivot table and pivot chart capabilities that enable you to summarize and filter vast amounts of data

**Features 100 step-by-step videos covering the most common Excel 2016 tasks. Activate your access code today!**

***Learn to:***

- Create spreadsheets, perform data analysis, and work with pivot charts
- Know exactly when to enroll
- Make professional-looking charts, use graphics, and manage data lists
- Use apps for Office, share workbooks via OneDrive®, and present worksheets online

**Open the book and find:**

- A copy of *Microsoft Excel 2016 For Dummies*, the book that's helped millions of Excel users
- An access code to 100 videos sharing step-by-step training on core Excel 2016 functions
- Guidance on using Excel 2016 on a desktop, laptop, or tablet
- Tips for sharing spreadsheets via email, online meetings, and social media sites
- How to edit spreadsheets to make them look professional and presentation-ready
- Steps for inserting, editing, and formatting images
- The lowdown on importing external data

About the Author
Greg Harvey is a language scholar who has traced the roots of Tolkien's work in European folklore and pre-Christian religious beliefs. He has studied 12 languages, including Elvish, Latin, and Anglo-Saxon.

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