



# Excel 2013 eLearning Kit For Dummies

By Faithe Wempen

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**Excel 2013 eLearning Kit For Dummies** By Faithe Wempen

## A complete package for learning Excel 2013!

Excel is essential to business today, but it can be tricky to navigate. If you're eager to excel at Excel, then this dynamic multimedia learning solution is for you. This complete Excel 2013 package includes a full-color printed book and a *For Dummies* interactive eLearning course on CD. You'll discover the basics of the Excel interface, how to navigate it, and how to make the most of key features including charts, formulas, functions, macros, and more.

Follow the material sequentially or jump in and out as you wish - it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions.

- Helps self-motivated learners master Excel 2013, the leading spreadsheet application used today
- Walks you through creating worksheets, working with formulas and functions, formatting data, using financial functions, displaying data in PivotTables, and much more
- Includes an easy-to-follow, full-color book and an interactive *Dummies* eLearning Course that corresponds with the book on CD
- Allows you to follow material sequentially or choose separate sections at your own time and pace

*Excel 2013 eLearning Kit For Dummies* shows you the ins and outs of all things Excel so you can enhance your productivity and become a spreadsheet star!

**NOTE:** CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.



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### Editorial Review

From the Back Cover

#### **This eLearning package offers you the easiest way to excel at Excel!**

Ready to master the world's favorite spreadsheet program? To understand formulas and functions, use them to summarize data, create reports, use analysis tools, present data in PivotCharts, and protect your data while sharing it with the right people? This kit lets you learn from the book or the online lessons — it's your call!

- **No experience? No problem** — you'll start by exploring the interface, typing and editing cell content, and creating a basic worksheet
- **That numbers thing** — learn to use financial, math, statistical, and text functions
- **Chart your results** — present your data with charts, PivotTables, and PivotCharts
- **Safe sharing** — secure your workbooks and track changes in shared workbooks
- **Read, hear, and see** — you may find you learn some skills best from the book and others through the interactive lessons

#### **Open and find:**

- How to create, move, and copy formulas
- Tips on using Quick Analysis
- Advice on formatting and printing worksheets
- A guide to storing and managing tables and lists
- Steps for creating a chart
- How to correct and validate data
- PivotTable and PivotChart guidelines
- Ways to safeguard your data

#### **Includes:**

- Book, online, or both — pick the way you learn best
- Four hours of Excel 2013 instruction
- Easy-to-follow format that lets you learn at your own pace

### About the Author

**Faithe Wempen, M.A.**, is an adjunct instructor of Computer Information Technology at Indiana University-Purdue University at Indianapolis (IUPUI). She is also a Microsoft Office Master Instructor and the author of over 140 books on computer hardware and software.

### Users Review

#### **From reader reviews:**

**Gregory Proctor:**

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