



# Excel: The Ultimate Beginners Guide

*Max Green*

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Have you ever wanted to learn how to navigate Microsoft Excel? Have you ever wanted to create charts, graphs, and formulas?

If your answer is yes, then say no more. Excel: The Ultimate Beginners Guide has everything you need to know about Excel. This step by step guide will take you from being an Excel beginner to an Excel master. So what are you waiting for? Become a Microsoft Excel master today!

## Here Is A Preview Of What You'll Learn...

- Understanding Excel
- Entering and Formatting Data, Tables, and Numbers
- Introduction to Tables in Excel
- Calculating Totals and Summaries with Formulas
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