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"Excel Basics in 30 Minutes" is exactly as the title proclaims. It is a guide for beginners. The guide is easy to follow, it uses plain English, step-by-step instructions, with lots of screen shots for you to follow along.

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One thing I particularly liked about "Excel Basics in 30 minutes" is that it covers BOTH the MS Excel basics and the Google version basics. I was impressed that the book does go into some of the "meat" of Excel while still being a book that someone with NO previous exposure to a spreadsheet can

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Excel for Dummies Alternative - Excel Basics In 30 Minutes ...

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Excel Basics In 30 Minutes, 2nd Edition is
authored by Ian Lamont, an award-
winning technology writer and author of

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Google Drive & Docs In 30 Minutes, Twitter In 30 Minutes, and Dropbox In 30 Minutes. Note: Excel Basics In 30 Minutes is not affiliated with “For Dummies” books, Microsoft Excel 2016, MS Excel 2013, Excel Online, Office 365, Google Sheets, or other Google and Microsoft services referenced in the guide. In 30 Minutes® is a registered

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Excel Basics In 30 Minutes (3rd

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Edition) (paperback)

Excel Basics In 30 Minutes starts with an exploration of basic spreadsheet concepts, including the desktop, mobile and online interfaces for Microsoft Excel. It also covers formatting, functions, formulas, AutoFill, charts, printing, filtering, and sorting.

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The Second Edition of Excel Basics In 30 Minutes features a chapter on AutoFill,

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the Excel feature which lets users drag numbers, sequential text, or formulas

across a row of cells to perform one of the following: Copy the number (if one cell is selected).

Ian Lamont, Author at Excel Basics In 30 Minutes: Official ...

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Several examples containing text data (in the form of a list of first and last names, as well as a CSV download from a banking site) are shown being imported into Excel and flowed into the spreadsheet cells. The narrator is Ian Lamont, author of Excel Basics In 30 Minutes and other In 30 Minutes™ titles.

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