

A fast-paced, high-filtered tutorial on Excel for business professionals, managers, and executives, this guide describes how business people can use Excel for analyzing, reporting, and presenting business information. It describes in detail those features of Excel that are important to business users: working with data, creating worksheet formulas, performing business calculations, displaying worksheets and workbooks to draw attention to data and results that are important to a business, printing reports and statements so that both get noticed and communicated effectively, and making an impact with data in chart form. This book provides the information that executives need in order to turn Excel into an essential business tool.

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