

Creating a spreadsheet in excel

excel for beginners

Sales report							
Month	2017	2018	2019	2020	2021	2022	
january	\$21 000	\$22 848	\$22 481	\$48 440	\$31 205	\$48 140	
february	\$16 501	\$15 804	\$16 855	\$35 008	\$25 120	\$17 990	
march	\$18 341	\$19 805	\$15 220	\$33 550	\$33 654	\$55 602	
april	\$8 686	\$9 950	\$10 050	\$18 808	\$20 478	\$58 990	
may	\$9 871	\$9 984	\$11 840	\$11 580	\$10 225	\$81 880	
june	\$23 020	\$23 680	\$20 550	\$42 005	\$10 880	\$69 880	
july	\$28 400	\$16 200	\$18 770	\$28 880	\$15 550	\$55 508	
august	\$31 950	\$29 550	\$31 104	\$7 041	\$8 004	\$32 550	
september	\$19 010	\$22 608	\$32 008	\$5 444	\$19 504	\$21 104	
october	\$17 090	\$18 504	\$23 005	\$5 098	\$7 911	\$9 880	
november	\$17 980	\$17 508	\$21 040	\$11 870	\$16 980	\$24 440	
december	\$28 980	\$25 500	\$28 990	\$12 920	\$18 970	\$75 508	
Total	\$240 829	\$231 941	\$251 913	\$260 644	\$218 481	\$551 472	



Spreadsheets For Beginners

DIZZY DAVIDSON



Spreadsheets For Beginners:

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Book Description This book is written in an easy to follow question and answer format specifically designed for complete Excel beginners Focusing on the extreme basics of using spreadsheets it avoids overwhelming readers with advanced topics and instead builds a foundational understanding Readers will quickly gain a passable knowledge of the program addressing common fears and frustrations through clear explanations and practical examples The guide answers hundreds of everyday questions such as Can I delete data without changing formatting and How do I use text wrapping as well as slightly more advanced queries like What is a Macro and how do I create one It empowers users by breaking down intimidating concepts into manageable steps making Excel approachable and useful for even the most inexperienced users The focus is on helping readers become comfortable with essential tasks from merging cells and formatting text to understanding formulas and navigating the interface Aimed at the 40 percent of Excel users who have never entered a formula this book demystifies the program s tools and functions transforming confusion into confidence By the end readers will feel equipped to use Excel effectively for personal and professional tasks overcoming barriers to productivity What you will learn Master Excel navigation for seamless spreadsheet management Format cells and data to create visually appealing spreadsheets Apply formulas to solve complex problems with greater accuracy Create charts to present data insights effectively and professionally Perform data analysis using sorting filtering and pivot tables Use shortcuts and tools to save time and boost productivity Who this book is for This book is ideal for absolute beginners Excel novices and anyone looking to overcome their fears of spreadsheets It s perfect for students professionals and small business owners No advanced knowledge is needed making it accessible to all users

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