

Excel 2010 Workbook For Dummies

Greg Harvey



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Boost your knowledge of important Excel tasks by putting your skills to work in real-world situations. The *For Dummies Workbook* format provides more than 100 exercises that help you create actual results with Excel so you can gain proficiency.

Perfect for students, people learning Excel on their own, and financial professionals who must plan and execute complex projects in Excel, *Excel 2010 Workbook For Dummies* helps you discover all the ways this program can work for you.

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- The Workbook approach offers practical application, with more than 100 exercises to work through and plenty of step-by-step guidance
- This guide covers the new features of Excel 2010, includes a section on creating graphic displays of information, and offers ideas for financial planners
- Also provides exercises on using formulas and functions, managing and securing data, and performing data analysis
- A companion CD-ROM includes screen shots and practice materials

Excel 2010 Workbook For Dummies helps you get comfortable with Excel so you can take advantage of all it has to offer.

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