



Excel 2016 For Dummies (Italian Edition)

Greg Harvey

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Imparate a usare Excel 2016 senza perdere tempo!

Magari dovete partire da zero o forse dovete solo rinfrescarvi la memoria e aggiornarvi sulle sue nuove funzionalità. Con questa agile guida a Excel 2016 sarete operativi fin da subito. Fogli di lavoro, formule, grafici, formattazione... qui scoprirete tutti i modi in cui esplorare e utilizzare velocemente questa potente e versatile applicazione.

- Come diavolo funziona? – se non avete mai preparato un foglio di lavoro, scoprirete i segreti della Barra multifunzione e imparerete a sfruttarla per creare senza fatica esattamente quello che avete in mente
- Ehi, ti trovo bene! – interventi grafici ed “estetici” per migliorare l’aspetto dei dati, in modo da evidenziare gli elementi che contano e correggerli senza provocare danni
- Oltre il foglio – imparate a sfruttare la possibilità di creare più fogli di lavoro e di integrare più fonti di informazioni su un unico foglio di riepilogo
- Analisi dei dati – create automaticamente tabelle a uno o due input, puntate a ottenere uno specifico valore con la Ricerca obiettivo ed esplorate le varie possibilità future con la Gestione scenari
- Tabelle e grafici pivot – scoprite una delle funzionalità più potenti e complesse di Excel, con la possibilità di riepilogare e filtrare enormi quantità di dati.



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