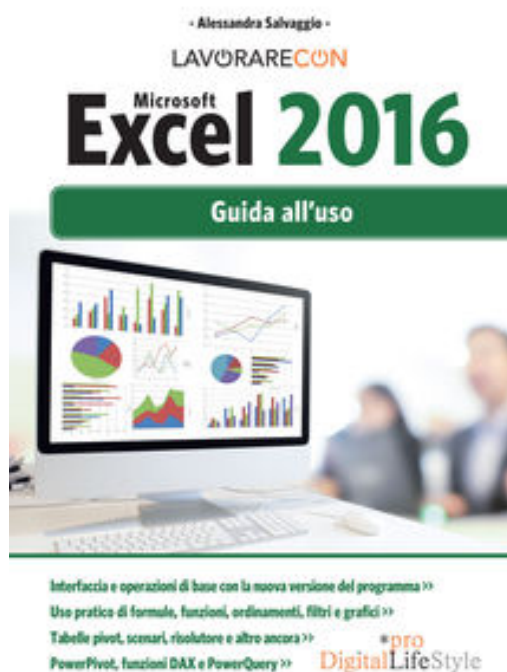


# Leggere Lavorare Con Microsoft EXCEL 2016 EBook Gratuito PDF/EPUB/mobi - Alessandra Salvaggio



**leggere Lavorare con Microsoft EXCEL 2016 EBook gratuito PDF/EPUB/mobi Alessandra Salvaggio** , «La guida completa all'ultima edizione di Microsoft Excel, il foglio elettronico più usato nelle aziende e negli studi professionali» Il libro si rivolge agli utenti alle prime armi con Microsoft Excel. Si parte dai primi rudimenti per prendere familiarità con un foglio di lavoro fino ad arrivare, al termine, a farne un uso autonomo ed efficace. Non sono richieste particolari conoscenze, se non una minima capacità di muoversi in Windows. Con un accurato e graduale percorso didattico il libro accompagna il lettore alla scoperta di Excel, dalle funzionalità di base a quelle più complesse. Il lettore si troverà ad affrontare argomenti di livello intermedio/avanzato, che possono rendere il suo lavoro più rapido e produttivo. Studenti, impiegati, insegnanti, chi usa il computer per lavoro o per hobby potrà trovare un percorso semplice e veloce, ricco di esempi pratici, per familiarizzare con Excel. Nel libro troverai: - Interfaccia del programma e

operazioni di base con fogli e cartelle - Inserimento e formattazione dei dati; gestione completa di celle, righe, colonne, riquadri - Uso pratico di formule, grafici e funzioni, comprese le nuove funzioni di Excel 2016 - Ordinamento dei dati e filtri - Funzionalità avanzate: tabelle pivot, scenari, modelli - PowerPivot, funzioni DAX e PowerQuery

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