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Excel Basics In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology writer and author of Google Drive & Docs In 30 Minutes, Twitter In 30 Minutes, and Dropbox In 30 Minutes. Note: Excel Basics In 30 Minutes is not affiliated with "For Dummies" books, Microsoft Excel 2016, MS Excel 2013, Excel Online, Office 365, Google Sheets, or other Google and Microsoft services referenced in the guide. In 30 Minutes® is a registered trademark of publisher i30 Media Corp.

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It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 3rd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2019, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2016.

About Excel Basics In 30 Minutes (Excel Tutorial)

Excel Basics In 30 Minutes starts with an exploration of basic spreadsheet concepts, including the desktop, mobile and online interfaces for Microsoft Excel. It also covers formatting, functions, formulas, AutoFill, charts, printing, filtering, and sorting.

Third edition of Excel Basics In 30 Minutes now available....

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Excel Basics In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology writer and author of Google Drive & Docs In 30 Minutes, Twitter In 30 Minutes, and Dropbox In 30 Minutes. Note: Excel Basics In 30 Minutes is not affiliated with "For Dummies" books, Microsoft Excel 2016, MS Excel 2013, Excel Online, Office 365, Google Sheets, or other Google and Microsoft services referenced in the guide. In 30 Minutes® is a registered trademark of publisher i30 Media Corp.

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It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 3rd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2019, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2016.

Excel Basics In 30 Minutes: Lamont, Ian: 9781641880398....

The revised and expanded second edition of Excel Basics In 30 Minutes will quickly get you up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step Do you want to learn how to use Microsoft Excel, for a career boost or to better handle numbers, lists, and other data?

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The Excel 2016 Cheat Sheet was created by 30 Media, the publisher of the top-selling guides Excel Basics In 30 Minutes, Google Drive & Docs In 30 Minutes, and Dropbox In 30 Minutes. i30 Media has also published a Google Sheets Cheat Sheet. The Excel 2016 Cheat Sheet is an independent publication and is not affiliated with Microsoft Corporation.

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It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 3rd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2019, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2016.

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Start the video below. To see the video full-screen, press the icon on the bottom bar of the video. The narrator of the video is the author of Excel Basics In 30 Minutes, which you can buy here for the Kindle, iPad, or Nook, or download as a PDF. There is also a paperback edition available.

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Learn how to use Excel in exactly 30 minutes, starting with the basics (for the complete beginner), then move on to other intermediate functions such as graphics, direct mail, and reports. For more information, and for more information, visit http://learn.kaceli.com.

Excel Basics In 30 Minutes: Official Site

Written in plain English, with lots of step-by-step instructions and screenshots ... Instructions apply to recent versions of Excel including Excel 2013, Excel for Office 365 and Excel Online--Publisher's description.

Do you want to learn how to use Microsoft Excel, for a career boost, or to better handle numbers, lists, and other data? This popular Excel user guide covers basic spreadsheet concepts, including the Excel interface, formatting, functions, formulas, AutoFill, charts, print, filtering, and sorting. Step-by-step instructions are easy to follow, and include many examples. Instructions apply to recent versions of Microsoft Excel, Excel Online, Excel for Android and iOS, and Google Sheets.

Do you want to learn how to use Microsoft Excel, for a career boost or to better handle numbers, lists, and other data? The revised and expanded second edition of Excel Basics In 30 Minutes will quickly get you up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions, screenshots, and examples that demonstrate exactly what to do. Instructions apply to recent versions of Excel, including Excel 2013, Excel for Office 365, and Excel Online. For users who don't own Excel, the guide explains how to use a free online spreadsheets program called Google Sheets.

Updated for Excel 2016! Here's your chance to finally learn how to use Microsoft Excel! In a single sitting, this quick and easy user guide will help you learn MS Excel basics, from navigating the home screen to working with formulas and charts. It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2016, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2013 and Excel 2010. If you don't own Excel, the book explains how to use two free online spreadsheets programs! Excel Online and Google Sheets (part of the Google Drive online office suite). Topics in this top-selling Excel book include: Excel screen layout, cells, and terminology; Excel 2016 vs. Excel Online vs. Google Sheets; Basic Excel formatting; AutoFill; Excel formulas and functions; How to make charts in Excel; Sorting and filtering; Collaboration and sharing; Exporting PDF, CSV, and other forms; Printing tips; Excel import and export formats (PDF, .CSV, .TSV, text, etc.). The second edition is up-to-date with new instructions and high-resolution screenshots of Excel 2016, Excel Online, and the new Google Sheets. It includes new sections about collaboration, OneDrive, and other features.

Do you want to learn Microsoft Excel, for a career boost, or to better handle numbers, lists, and data? This popular Excel tutorial covers basic concepts, formatting, AutoFill, formulas, functions, sorting, filtering, collaboration, and charts. Examples apply to Excel 2019, Excel Online, Excel mobile apps, and Google Sheets.

Have you ever wanted to learn how to use Microsoft Excel, to help your career or to better handle figures, lists, and other types of data? In just 30 minutes, this book will get you up to speed with basic spreadsheet concepts. "Excel In 30 Minutes" is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. "Excel In 30 Minutes" contains sections on the following topics:- Spreadsheet Basics: Screen Layout, Cells, Terminology- Your First Spreadsheet Formula- Introducing Spreadsheet Functions- Formatting Cells and Text- The Magic Of Auto Fill- More Spreadsheet Basics: Percentages, Pasting, And Rows- Working With Multiple Worksheets- How To Create A New Worksheet- Referencing Other Worksheets- How To Make Pie, Column, And Line Charts- Sorting And Filtering- Printing- Exporting PDFs- Exporting Data- Importing Data-Excel In 30 Minutes" can be used with Microsoft Excel (PC or Mac, including Excel 2003, Excel 2010, and Excel 2008 for Mac). If you don't own Excel, the book also explains how to use a free online spreadsheets program called Google Spreadsheets. If you get stuck, the official book website contains sample spreadsheets as well as videos. "Excel In 30 Minutes" is authored by Ian Lamont, an award-winning technology journalist and digital media entrepreneur. His first two books, "Dropbox In 30 Minutes" and "Google Drive & Docs In 30 Minutes", are also available on iTunes.

In 30 minutes, learn how to unlock the secrets of your iPhone! Whether you own an iPhone or are thinking about buying one, this guide will help you get the most out of the device and its powerful hardware, the iOS operating system, and the ever-expanding universe of iPhone apps. Written in plain English with a touch of humor and lots of screenshots, this iPhone manual covers basic features as well as hidden tricks and time-savers for the iPhone 6S, iPhone 6S Plus, iPhone SE, iPhone 7, and iPhone 7 Plus. Topics include: * Setting up your new iPhone * How to customize your iPhone's appearance * What you need to know if you are migrating from Android * Touch screen basics * 3D Touch, Peek, and Pop * Managing your Home screens * Switching apps and multitasking * Typing and text tricks * Siri and its kid brother, Dictation * Getting the most out of the powerful iPhone camera * Managing iCloud settings * Security features, from Find My iPhone to Touch ID * Wi-Fi and other wireless settings * How to tame notifications and after-hours calls * Moving, deleting, and grouping apps * Four ways to conserve battery power * Seven ways to free up storage space on your iPhone * Nine exceptional apps for your iPhone As its name suggests, iPhone Basics In 30 Minutes covers basic setup, simple customization steps, and tips on how to get the most out of your iPhone. It is not a comprehensive guide. Nevertheless, in a single reading you will discover new features and learn time-saving shortcuts that will enable you to see your iPhone in a whole new light. Buy the guide today!

Preorder the book today! Genealogists are like detectives. Working out puzzles is the name of their game! If you have ever wanted to research and document your family history the right way, then Genealogy Basics In 30 Minutes is for you! Authored by professional genealogist Shannon Combs-Bennett, this genealogy book explains the joys, challenges, and triumphs of researching your family s origins. While many people assume genealogy research starts online, Combs-Bennett shows the importance of starting a family tree using documents that can be found in your own home! Genealogy Basics In 30 Minutes is written in a friendly, easy-to-understand style that avoids complex jargon. There are lots of examples, case studies, and advice that can help would-be family historians quickly get up to speed. In addition to listing best practices for conducting genealogical research, Genealogy Basics In 30 Minutes also warns readers about the many pitfalls of family research, from brick wall mysteries to time-wasting online searches. Topics include: Why are people so interested in family history? Evaluating clues, facts, and myths in family stories The importance of linking generations Vital records, from birth certificates to death records Non-vital records, from census forms to wills Religious records Five things that can trip up newbies researching family history Best practices for genealogy road trips Interviewing relatives, and dealing with skeptics Pros and cons of online genealogy research Genealogy communities and continuing education Genetic genealogy basics Understanding the Genetic Information Nondiscrimination Act (GINA) Genetic genealogy and adoptees Non-paternal events and other skeletons in the genetic closet Visualizing family history with charts Research logs and genealogy journals How to create good source citations Preserving records and research Genealogy software and GEDCOM files Planning for disasters Genealogy Basics In 30 Minutes is not a comprehensive guide. Nevertheless, in a single reading you will be able to understand some important research basics that will serve you well as you embark on a journey to figure out the origins of your family. Creating a strong family tree will not only satisfy your own curiosity, but will also serve as a record to share with relatives and future generations! Preorder the book today! ** About the Author Shannon Combs-Bennett is an author, researcher, and lecturer based in the Washington, D.C. metro area. She regularly speaks and writes about genetic genealogy, Virginia genealogy, and research methods. Shannon is a frequent contributor to Family Tree Magazine and Family Tree University, serves as the Creative Director for The In-Depth Genealogist, and is the founder of T2 Family History.

Do you have 30 minutes to spare? It's all of the time you'll need to get up to speed with Windows 8, the new Microsoft operating system designed for PCs and touch-screen tablets! Using step-by-step instructions, lots of screenshots, and a touch of humor, Windows expert Tim Fisher will cover Windows 8 personalization, app installation, email configuration, and more. He'll also walk you through dozens of important apps to download from the Windows Store, ranging from games to Microsoft Office! Other sections in Windows 8 Basics In 30 Minutes include: Changing the tiles on your Start Screen Setting up live tiles Security options How to use the Charms Bar Configuring Gmail, Outlook, and other email accounts Adding and removing apps Setting up notifications Windows 8 and Wi-Fi How to make Windows 8 look like Windows 7 Printers and Windows 8 Windows 8 keyboard shortcuts Upgrading to Windows 8.1

Are you interested in using Twitter, but don't know where to start? Are you mystified by hashtags, retweets, and other strange conventions? The revised and expanded third edition of Twitter In 30 Minutes is here to help! This unofficial Twitter tutorial will walk you through the basics, using plain English, step-by-step instructions, and lots of examples from real Twitter users. In no time, you'll learn how to: * Create a new Twitter account online or on your phone * Customize your Twitter profile with photos and a bio that's right for you * Navigate Twitter icons, the Twitter app, and Twitter.com * Follow other Twitter accounts ... and block those you don't like * Identify local people and organizations using Twitter * Find people who share the same interests and hobbies * Compose your first Tweets * Share photos * Use hashtags, retweets, and other Twitter conventions There's more. Twitter In 30 Minutes shows you how all kinds of people use Twitter to promote their businesses, connect with their followers, explore their interests, and have fun! It's peppered with real-world examples, from everyday people to celebrities. Authored by award-winning technology journalist Ian Lamont, the revised third edition of Twitter In 30 Minutes covers Twitter's new interface for the Web and mobile devices such as the iPhone and Android phones. There are new screenshots, along with instructions for registration on iOS and Android devices. Twitter In 30 Minutes is a perfect introduction to people who are new to Twitter, as well as those who already have accounts and want to learn how to get the most out of Twitter. Buy the book today! Here's what real readers are saying about TWITTER IN 30 MINUTES: "I quickly set up a Twitter account and started using it within a half hour. I would recommend this book for anyone who doesn't have a Twitter account, for those who do have one but aren't actively using it, and for those who aren't quite sure how to get the most out of their account." "Though I have been using Twitter for some time now, I still learned a thing or two from reading this." "Clarified any issues I had or concerns and listed some excellent precautions." "Perfect introduction to Twitter. Quick and easy read with lots of photos. I finally understand the #!" "I've been tweeting for over a year but learned a lot if helpful details I hadn't been aware of until now. Lots of easy to understand info, and good instructions with screenshots that make it easy to understand. Thanks for the help and making Twitter even more fun." "Just the quick, light intro I wanted. No annoying bits of philosophy. Some careful warnings about privacy and courtesy are included. You really can skim it in 30 minutes." "Easy to read and actually fun to fire up my twitter account and play along with each chapter. Everyone has 30 spare minutes spread out over a week (if not a day) to read this guide."

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