

## Easy Learning for Everyone

### Excel for Beginners, Second Edition

This new edition of **Excel for Beginners** is just right for spreadsheet users who want to learn the latest release (version 5) of Excel, one of the most popular spreadsheet programs on the market.

#### Excel for Beginners 2nd Edition

Excel provides an entry-level guide for this software, that's written in plain-English, easy-to-understand style. It covers everything the spreadsheet novice will need to know, beginning with hardware and software basics, an overview of Excel, and how to get started. The book continues with how to create worksheets and charts and how to print in Excel.

**Excel for Beginners Second Edition** also includes information on using Excel as a database, simplifying work in Excel, and what NOT to do in Excel. Also, in the book are ready-to-use formulas, Excel terminology, and appendices on the worksheets and the game software included on the companion disk.

#### Value-Added/ Differentiated

An extension of this book on ready-to-use companion disk is a collection of practical Excel worksheets. These worksheets help with home finance, track business expenses, or compare leasing a car to buying. Dozens of prepared worksheets relate to finance, hobbies, travel, sports, and just plain getting your life in order.

#### All Work and No Play?

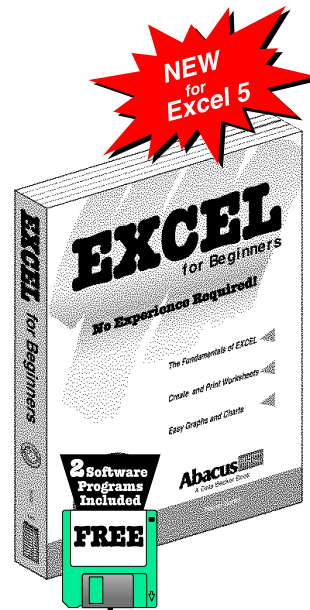
Bananas! Actually, *Banania*! Meet Bert the garbage man. Dirty job, but somebody's got to do it. **Excel for Beginners** comes bundled with a little comic relief. *Banania* is a game of strategy and skill centered around a character named Bert whose challenge in life is a 500 lb. gorilla.

Author: Rainer Bartel

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