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today calculation of numbers is required in day to day work may it be for accounting invantory planning sales forecasting financial analysis investment criteria or simple record keeping such number crunching is very convenient with menue driven spreadsheet packages like ms excel this book not only introduces the baics of excel but also covers the advanced features like inserting charts paintings etc every chapter has a summary at the end and exercises for self assessment

the material in this book covers everything needed to become proficient in excel in writing this guide we have been very careful to make this tutorial a generic one not based on any particular version of excel the information contained in this book covers the essence of microsoft excel that is the topics taught are valid for all versions of the application we believe that it is in the interest of our readers to learn excel and the topics that make up the fundamentals of the application as a spreadsheet program version specific features can always be learnt while using that particular version of the application

covering through excel version 5 0 for windows this helpful guide shows users how to build and modify worksheets work with multiple documents and manage data designed for beginning and intermediate users the book is spiral bound with disk based exercises designed specifically for the corporate channel

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