

Excel And Access 2018 For Beginners: The Ultimate Two-In-One Guide

Are you tired of struggling with spreadsheets and databases? Do you want to unlock the full potential of your data management skills? Look no further; Excel And Access 2018 is the ultimate solution for beginners. In this comprehensive guide, we will delve into the depths of these powerful tools, providing you with the knowledge and expertise to excel in data manipulation and analysis. Get ready to embark on a remarkable journey towards mastering two of the most widely used Microsoft Office applications.

Excel: Unleashing the Power of Spreadsheets

In today's data-driven world, Excel has become an essential tool for professionals across various industries. Whether you are a business analyst, accountant, or an average office worker, understanding Excel is crucial. Our beginner's guide will take you from a novice to an Excel expert.

Firstly, let's explore the fundamentals. We will discuss the basic layout of Excel, including its various menus, ribbons, and toolbars. You'll learn how to navigate through worksheets, input data, and format cells effectively. From there, we'll move on to building formulas and using functions to simplify complex calculations.

Two in One: Excel and Access 2018 for Beginners (Two in One Excel and Access)

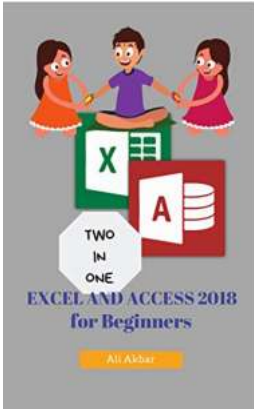
by Ali Akbar (Kindle Edition)

★★★★☆ 4.1 out of 5

Language : English

File size : 22610 KB

Text-to-Speech : Enabled



Screen Reader : Supported
Enhanced typesetting : Enabled
Print length : 174 pages
Lending : Enabled



No more wrestling with sums and averages! Our guide will teach you how to leverage Excel's powerful formulas to automate repetitive tasks and perform advanced calculations with ease.

Visual representation of data is an integral part of any analysis. We'll show you how to create stunning charts and graphs that will bring your data to life. From bar charts to pivot tables, you'll become a true data visualization wizard.

But wait, there's more! Excel offers numerous features that go beyond simple calculations and charts. You'll be introduced to conditional formatting, data validation, and sorting options to enhance your productivity. Pivot tables and data filtering techniques will enable you to extract valuable insights from large datasets efficiently.

Lastly, you'll learn how to collaborate and share your spreadsheets with others. We will cover advanced topics such as protecting workbook structure and sharing files using the cloud. By the end of this section, you will have all the necessary skills to tackle any Excel task with confidence and efficiency.

Access: Mastering Databases Made Easy

Excel may be the go-to tool for basic data management, but when it comes to handling large datasets and creating robust databases, Microsoft Access shines. In the second part of our guide, we will unlock the full potential of Access and equip you with the skills needed to become a database guru.

Firstly, you'll be introduced to the basic concepts of databases. We'll cover tables, fields, and primary keys to lay a strong foundation for your Access journey. From there, we will guide you through the process of creating tables, importing data, and establishing relationships between them.

Queries are one of the most powerful tools in Access, enabling you to extract specific information from your database. Our guide will teach you how to create queries using SQL, as well as illustrate the benefits of using query wizards for a more user-friendly experience.

Forms are essential for data entry and manipulation, and we'll show you how to design intuitive forms that will streamline your database management. Additionally, you'll learn how to create custom reports and dashboards to present your data in a visually appealing manner.

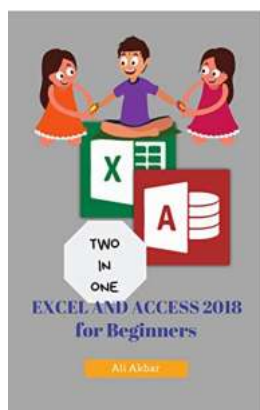
For advanced users, we delve into macros and Visual Basic for Applications (VBA). Automating repetitive tasks and creating custom functions will save you time and elevate your Access skills to the next level.

The Ultimate Two-In-One Guide: Excel And Access 2018

Combining the power of Excel and Access can revolutionize the way you manage and analyze data. As a beginner, mastering both tools might seem daunting. However, our comprehensive guide breaks down the learning curve and allows you to excel in both applications.

With Excel And Access 2018, you will have the knowledge and expertise to unleash the full potential of these two tools. From basic functionalities to advanced techniques, our guide covers it all. What are you waiting for? Start your journey to becoming a data management expert today!

Remember, Excel And Access 2018 is more than just a book; it's a gateway to a world of endless possibilities. Embrace it, and you'll never look back!



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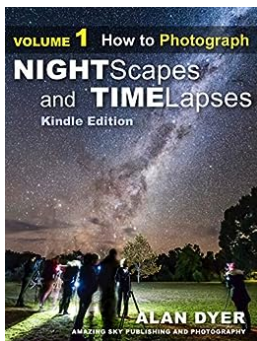
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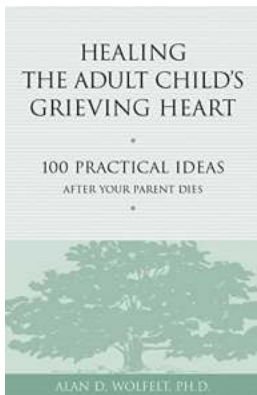
Microsoft Excel and Access are the two most important software in the MS Office package. Microsoft Excel is used for spreadsheet analysis and Access is used for some relational database data operation. Both software is mandatory to help any of your office needs. This Two in One Excel and Access 2018 book is very, very different to any other computer book you have ever read. The Smart Method provides an entirely new and better way to learn Excel 2018. Here are just four of the many ways in which this book is unique: The book will equip you with excellent Excel 2018 skills, good enough to impress any employer, but it doesn't confuse by attempting to teach skills that are not common in the workplace. Only

users who have advanced requirements need progress to the Expert Skills book. Instruction is logically structured into sessions and lessons. While this makes the book ideal for self-instruction, you can also use it to run your own, highly effective, adult training courses. Each lesson has a sample file that models a real-world business problem. You'll immediately appreciate the value and relevance of each skill as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no-nonsense way.



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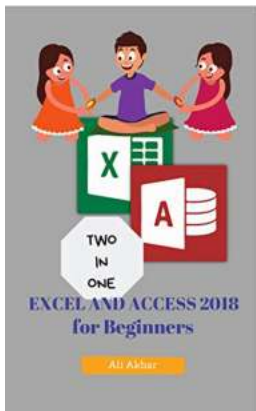
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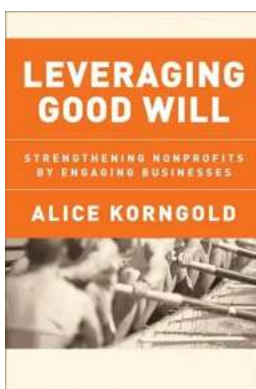
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SISTERLOCKS DREADLOCKS

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