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In *Excel for Beginners*, M.L. Humphrey walks you through the basics of using Excel by focusing on what you'll really need for day-to-day use. Topics covered include navigating Excel, inputting your data, formatting it, manipulating it, and printing your results.

This is not a comprehensive guide, but when you're done you should know 98% of what you'll need to know to work in Excel and 100% of what you'll need on a daily basis.

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