



Excel Basics In 30 Minutes (2nd Edition): The quick guide to Microsoft Excel and Google Sheets

By Ian Lamont



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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.)

This is not an Excel bible, but rather a basic Excel tutorial and reference that answers the core questions that any new Excel user will have:

- What is a spreadsheet?
- What are cells?
- What is the button with the Greek letter for?
- How can Excel spreadsheets create basic financial projections?
- How can certain data in a worksheet be highlighted?
- How can data be alphabetized or ranked?
- How to edit a chart in Excel

- How to print an Excel spreadsheet without cutting off columns

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. Here are some real reader reviews of *Excel Basics In 30 Minutes*: *“Fast and easy, this book is everything it claims to be. The material presented is very basic but it is also incredibly accessible with step-by- step screenshots and a friendly tone more like a friend or co-worker explaining how to use Excel than a technical manual.”* *“One thing I particularly liked about "Excel Basics in 30 minutes" is that it covers BOTH the MS Excel basics and the Google version basics. Explaining anything this intricate in 30 minutes is a challenge. (Can it be read in 30 minutes? Yes, I could do it, but I am not a typical user, I did not need to stop and practice the examples.) I was impressed that the book does go into some of the ‘meat’ of Excel while still being a book that someone with NO previous exposure to a spreadsheet can grasp.”* *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. All rights reserved.

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Editorial Review

Review

"Ian Lamont's 'In 30 Minutes' series demystifies and simplifies topics that leave non-techies scratching their heads for insight, if not plain old comprehension."

- **Jessica Lipnack**, author, *Virtual Teams* and *The Age of the Network*

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About the Author

Excel Basics In 30 Minutes (2nd Edition) is authored by Ian Lamont, an award-winning business and technology journalist and the founder of i30 Media Corporation. He has written for more than a dozen online and print publications and has also served as the managing editor of The Industry Standard. His writing and editorial work has garnered industry awards from the Society of American Business Editors and Writers and the American Society of Business Publication Editors. Lamont has written several In 30 Minutes® guides, including Dropbox In 30 Minutes, Google Drive & Docs In 30 Minutes, and Excel Basics In 30 Minutes. He is a graduate of the Boston University College of Communication and MIT's Sloan Fellows Program in Innovation and Global Leadership.

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