



# Excel Practical Guide

**Thelma Taylor, Bernice Clarke**

## **Excel Practical Guide:**

*Microsoft Excel: Preparing Data, Analysing Data and Designing a Business Model – A Practical Guide (UUM Press)* Yurita Yakimin Abdul Talib, Rosli Mohamad, 2020-01-01 Microsoft Excel Preparing Data Analysing Data and Designing a Business Model A Practical Guide will be a useful manual for readers who intend to master various functionalities offered in a spreadsheet application. The module serves as a teaching material mainly for accounting program students, lecturers, financial analysts, accountants, and other interested parties. This textbook that comprises of eight chapters employs the Microsoft Excel, one of the most commonly used and popular spreadsheet applications, to demonstrate the applications of essential functionalities available in the spreadsheet applications. This application becomes one of the primary analytical tools in today's business. Excel functions, if used wisely and effectively, are capable of transforming business data into meaningful and valuable information.

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