



# Slaying Excel Dragons: A Beginners Guide to Conquering Excel's Frustrations and Making Excel Fun

By Mike Girvin, Bill Jelen

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This enthusiastic introduction provides support for Excel beginners and focuses on using the program immediately for maximum efficiency. With 1,104 screenshots and explicit information on everything from rows, columns, and cells to subtotalling, sorting, and pivot tables, this guide aims to alleviate the frustrations that come with using the program for the first time. This manual offers strategies for avoiding problems and streamlining efficiency and assists readers from start to finish, turning Excel 2010 novices into experts.

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### **Editorial Review**

About the Author

**Mike Girvin** teaches finance, accounting, and statistics using Excel at Highline Community College. He has more than 1900 Excel how-to videos on YouTube and has been teaching people how to use Excel for the past 10 years. He lives in Seattle, Washington. **Bill Jelen** is an Excel expert at mrexcel.com, a regular on TechTV Canada's *Call for Help*, and a video podcaster who is regularly listed in the iTunes top 50. He is the author of *Excel Gurus Gone Wild*, *Pivot Table Data Crunching*, and 14 titles in the Excel for Professionals series. He lives in Akron, Ohio.

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