**The Story of Excel 2010**

**How to build efficient spreadsheets to save time, get promoted and have extra time for vacation!**

Most jobs require Excel even though most people don’t know how to use Excel.

This is great! Why? Because if you learn how to use Excel well, people will want to hire you! If you are an employee, a boss, or working at home, knowing how to use Excel efficiently will not only help you to get a job, but it will allow you to do many required tasks with speed and efficiency. Excel can help you turn your one hour payroll job into a five-minute breeze and that weekly summary report can be completed in just six-clicks with a Pivot Table! (We will see how to do both of those later).

Efficient use of Excel will save a lot of time. That time adds up to extra time for your more enjoyable endeavors in life such as vacations! In addition, your bosses and employees will notice that you are efficient and can produce professional looking reports that impress. This of course leads to promotion more quickly. Still, further, your knowledgeable and efficient use of Excel can land you a job during an interview. Employers are like dry sponges ready to soak up any job candidate that can make their entity more efficient with Excel skills! Save time? Get hired? Get promoted? Have more time for vacation? – That sounds like a great skill to have!

In order to become Excel-efficient, however, we must learn the foundations of Excel before we can jump in and complete our desired work with speed and efficiency. No big deal, though, because if we look at Excel basics from the beginning to end, then we can amaze ourselves (and others) with Excellent Excel techniques!

For this book we will start at ground zero, and move logically forward through the Story of Excel:

1. What Excel can do
2. How Excel is setup
3. Data in Excel
4. Calculations in Excel
5. Data analysis in Excel
6. Advanced Topics