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By HockSang Liaw

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Microsoft® Excel® has many features. To learn most of the features it will take you months, if not weeks. In this short book, I will introduce you some commonly used and interesting features that you may need to dig into more advanced books before knowing how to apply them.

This book is for Windows®-based users. All the steps, formulas, and VBA code in the book are written and carefully tested in Microsoft® Excel® 2010 and 2013 for Windows®.

I assumed that you are either a beginner or an average Excel® user. Nevertheless, I assumed that a beginner should know how to open and save an Excel® file, and know what a cell, a range of cells, a worksheet, a dialog box, and a control (button, check box ...) are.

I hope this book will serve as a quick reference to implement some interesting features. Let Excel® work for you and make your work more impressive and elegant.

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