



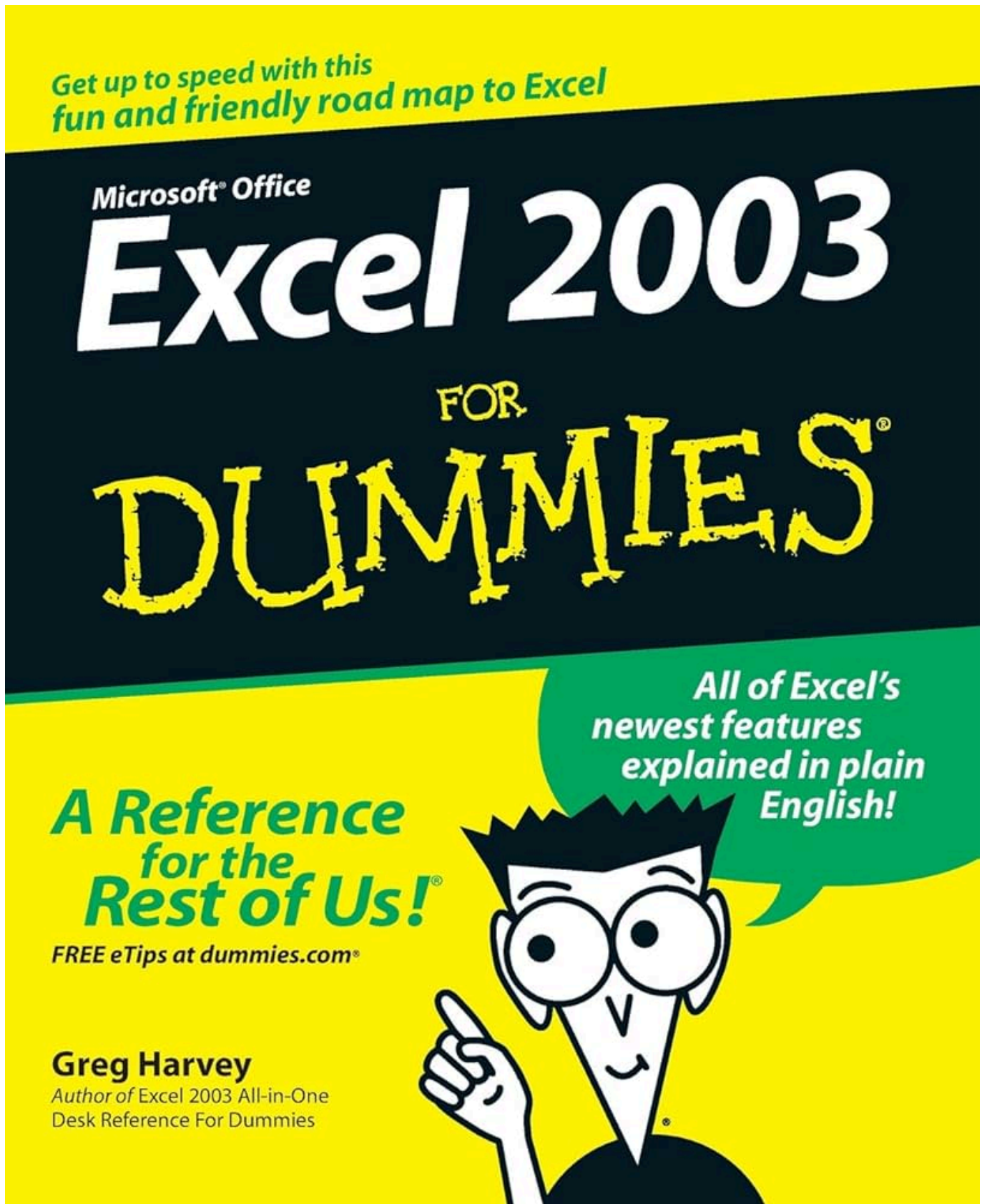
9 Best Microsoft Excel Books for Beginners in 2024

SEPTEMBER 25, 2024 | MADDY WILSON

In today's data-driven world, mastering Microsoft Excel is an invaluable skill. Whether you're a student, professional, or simply looking to enhance your data management capabilities, learning Excel can open doors to numerous opportunities. With countless resources available, selecting the right book to start your Excel journey can be overwhelming.

To help you make an informed choice, we've compiled a list of the nine best Microsoft Excel books for beginners in 2024. These books are carefully selected for their clarity, comprehensive coverage, and practical approach to learning Excel.

1. Excel for Dummies (2023 Edition)



Author: Greg Harvey

Rating: 4.3

Buy Link: [Excel for Dummies \(2023 Edition\)](#)

About the Author:

Greg Harvey, the author of “Excel for Dummies (2023 Edition),” is a seasoned educator with years of experience teaching Excel. His expertise lies in breaking down complex Excel concepts into simple, easy-to-understand explanations, making him a trusted guide for beginners.

About the Book:

“Excel for Dummies (2023 Edition)” is the go-to guide for total newbies. It covers all the essential aspects of Excel, from the basics to more advanced features like formulas and charts.

The book is written in a clear, user-friendly style, ensuring that readers won't feel overwhelmed. Additionally, it includes hands-on exercises to reinforce learning and provides access to online resources for extra support.

Why Choose This Book?

- **Overview of Excel Functionalities:** A complete introduction to Excel's main features and tools, tailored for beginners.
- **Clear Explanations:** Explains Excel concepts in an easy-to-grasp manner.
- **Practice Exercises:** Includes hands-on exercises to reinforce learning.
- **Online Resources:** Offers access to online materials for additional help.

2. Microsoft Excel 2023 All-in-One for Dummies

LEARNING MADE EASY



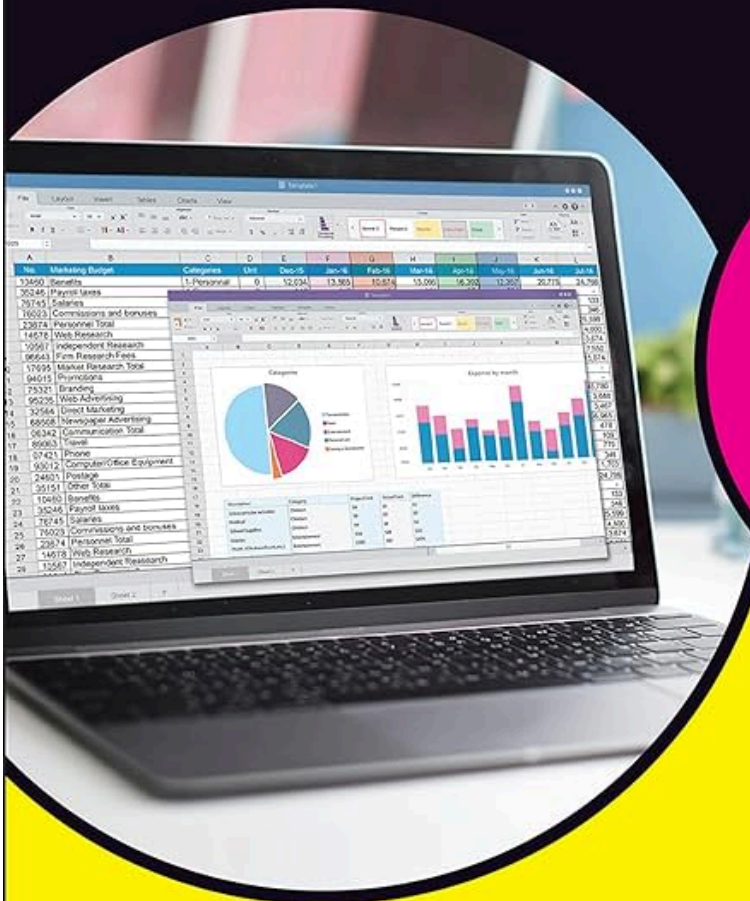
Covers Excel 2021 & Office 365 version

Microsoft®

Excel®

ALL-IN-ONE

for **dummies**®
A Wiley Brand



8
Books
in one!

Paul McFedries
Greg Harvey, PhD

Authors of over 150 technology books

Author: Greg Harvey

Rating: 4.4

Buy Link: [Microsoft Excel 2023 All-in-One for Dummies](#)

About the Author:

Greg Harvey is a recognized Excel expert with extensive experience teaching and writing about the software. His background in data analysis and passion for empowering users with Excel skills shines through in this comprehensive guide.

About the Book:

“Microsoft Excel 2023 All-in-One for Dummies” combines multiple Excel guides into one comprehensive volume. It covers a wide range of topics, from basic functions to advanced techniques like formulas, charts, and data analysis. The book is structured to accommodate both beginners and those looking to deepen their Excel knowledge, making it suitable for a diverse audience.

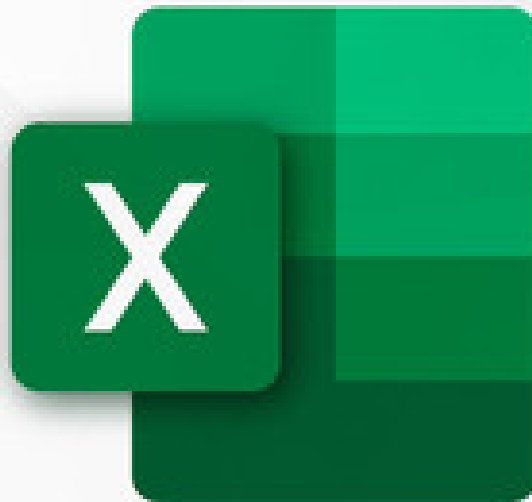
Why Choose This Book?

- **Comprehensive Coverage:** Combines multiple guides into one, covering all essential Excel topics thoroughly.
- **Suitable for All Levels:** Whether you're a beginner or seeking advanced skills, this book caters to all proficiency levels.
- **Practical Approach:** Provides practical guidance and real-world examples to help readers apply Excel concepts effectively.
- **Trusted Brand:** The “For Dummies” series is known for its accessible and user-friendly approach to complex topics.

3. Excel Crash Course for Beginners (2023)

MICROSOFT EXCEL 2023

The Most Updated Crash Course from
Beginner to Advanced | Learn All the
Functions, Macros, and Formulas to
Become a Pro in 7 Days or Less



Become
an Expert in
7 DAYS

JAMES HOLLER

Author: Robert J. Green

Rating: 4.4

Buy Link: [Excel Crash Course for Beginners](#)

About the Author:

Robert J. Green, the author of “Excel Crash Course for Beginners,” is an Excel expert with over a decade of experience using and teaching Excel. His expertise lies in simplifying complex Excel concepts for beginners, enabling them to quickly grasp basic skills.

About the Book:

“Excel Crash Course for Beginners” is a comprehensive yet concise guide designed for novices. It covers fundamental concepts such as navigating Excel, data entry, basic formulas, and formatting. Additionally, it introduces users to essential features like sorting, filtering, and charts, enabling them to perform everyday tasks efficiently.

Why Choose This Book?

- **User-Friendly Approach:** The book’s focus on practicality aligns with beginners’ needs, offering a quick and effective way to start using Excel confidently.
- **Practical Content:** Provides essential skills that align with beginners’ needs, making it an excellent choice for those looking to enhance their Excel abilities swiftly.

4. Excel Essentials from MrExcel

=ROMAN(40)

MREXCEL

The 40 Greatest Excel
Tips of All Time



Bill Jelen and Szilvia Juhasz

Author: Bill Jelen

Rating: 4.4

Buy Link: [Excel Essentials from MrExcel](#)

About the Author:

Bill Jelen, also known as MrExcel, is a highly respected Excel expert with over 60 books on Excel, Power Pivot, and Power View. His vast experience and deep understanding of spreadsheet software make him a trusted authority in the Excel community.

About the Book:

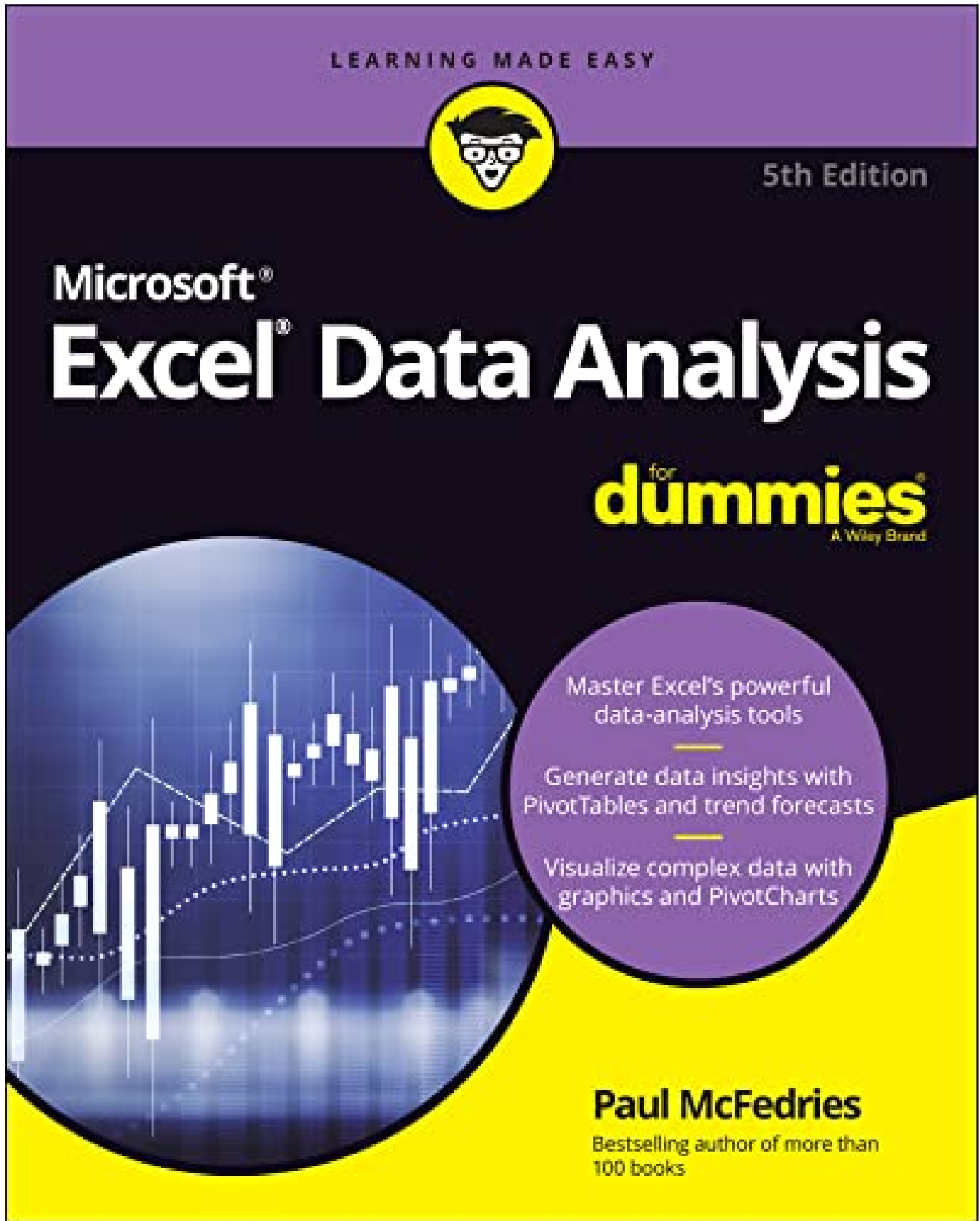
“Excel Essentials from MrExcel” provides indispensable guidance for users of all levels. It offers clear explanations and practical tips for mastering everyday Excel tasks, making it an invaluable resource for beginners and experienced users alike.

Why Choose This Book?

- **Expert Authorship:** Written by Bill Jelen, a leading figure in the Excel community, ensuring the content is credible and reliable.
- **Clear Explanations:** Offers clear, concise explanations and practical tips for mastering Excel tasks.
- **Comprehensive Coverage:** Covers essential topics for both beginners and advanced users, making it a versatile resource.

Must Read: 45+ Must-Know Excel Interview Questions & Answers for Business Analysts

5. Excel Data Analysis & Visualization for Beginners



Author: Jonathan Schwabish

Rating: 4.4

Buy Link: [Excel Data Analysis & Visualization for Beginners](#)

About the Author:

Jonathan Schwabish is an economist known for his expertise in data visualization. He works at the Urban Institute, a nonprofit research center in Washington, D.C., and founded PolicyViz, a company that helps people present data more effectively.

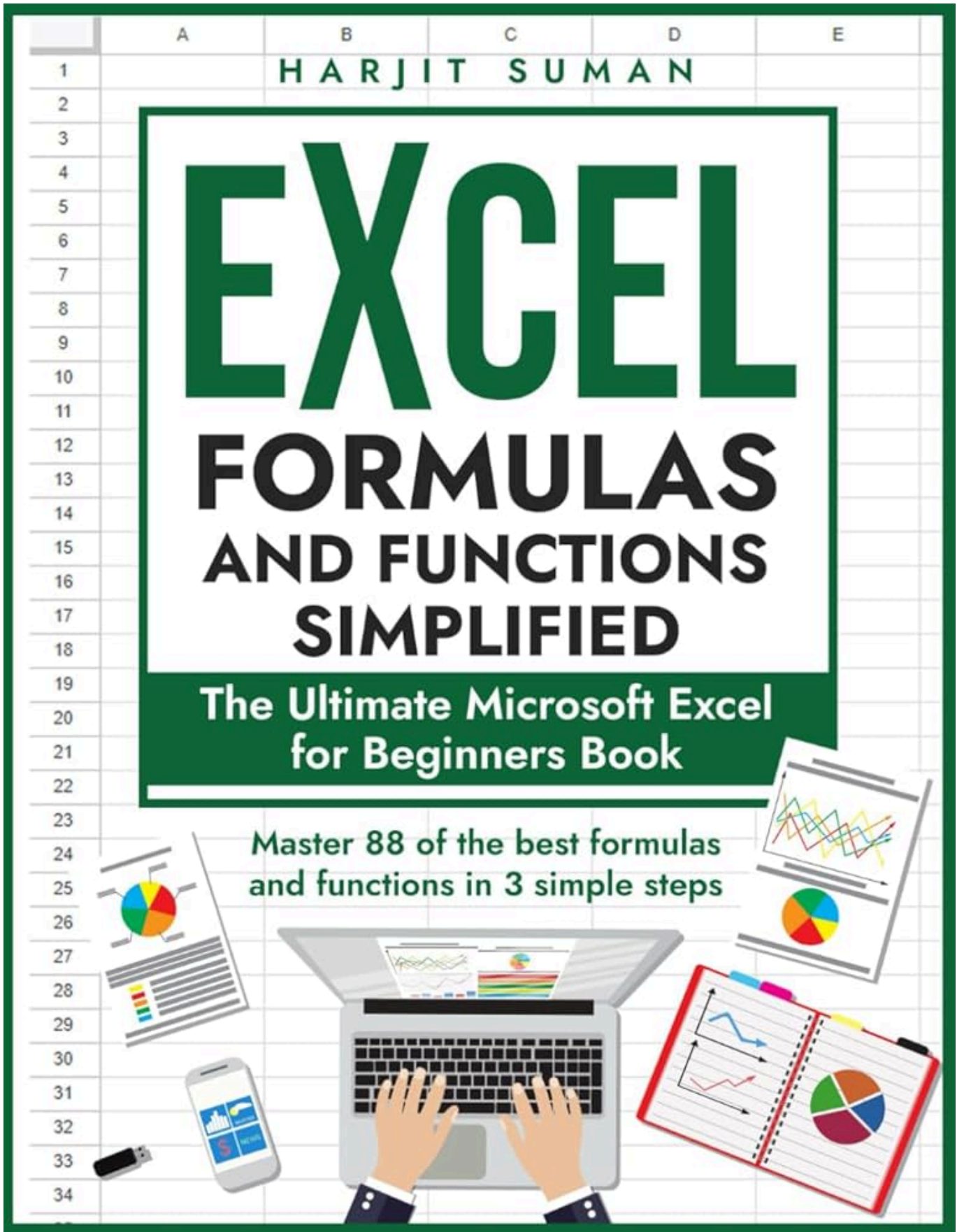
About the Book:

“Excel Data Analysis & Visualization for Beginners” helps users unlock Excel’s full potential for data visualization. Although Excel is not a specialist data visualization platform, this book extends its capabilities by explaining key elements and strategies for creating more advanced and effective data visualizations.

Why Choose This Book?

- **Clear and Practical:** Offers precise, practical tips, making it easy for beginners to grasp Excel data analysis and visualization concepts.
- **Expert Authorship:** Authored by a leading figure in data visualization, ensuring the content is credible and reliable.
- **Comprehensive Coverage:** Covers essential topics for beginners to start their journey in data analysis and visualization using Excel.

6. Excel Formulas & Functions for Beginners



Author: Adam Ramirez

Rating: 4.3

Buy Link: [Excel Formulas & Functions for Beginners](#)

About the Author:

Adam Ramirez is a certified Microsoft Excel professional with a background in finance and analytics. He has conducted numerous training sessions and workshops on Excel usage for various organizations, making Excel accessible to users of all levels.

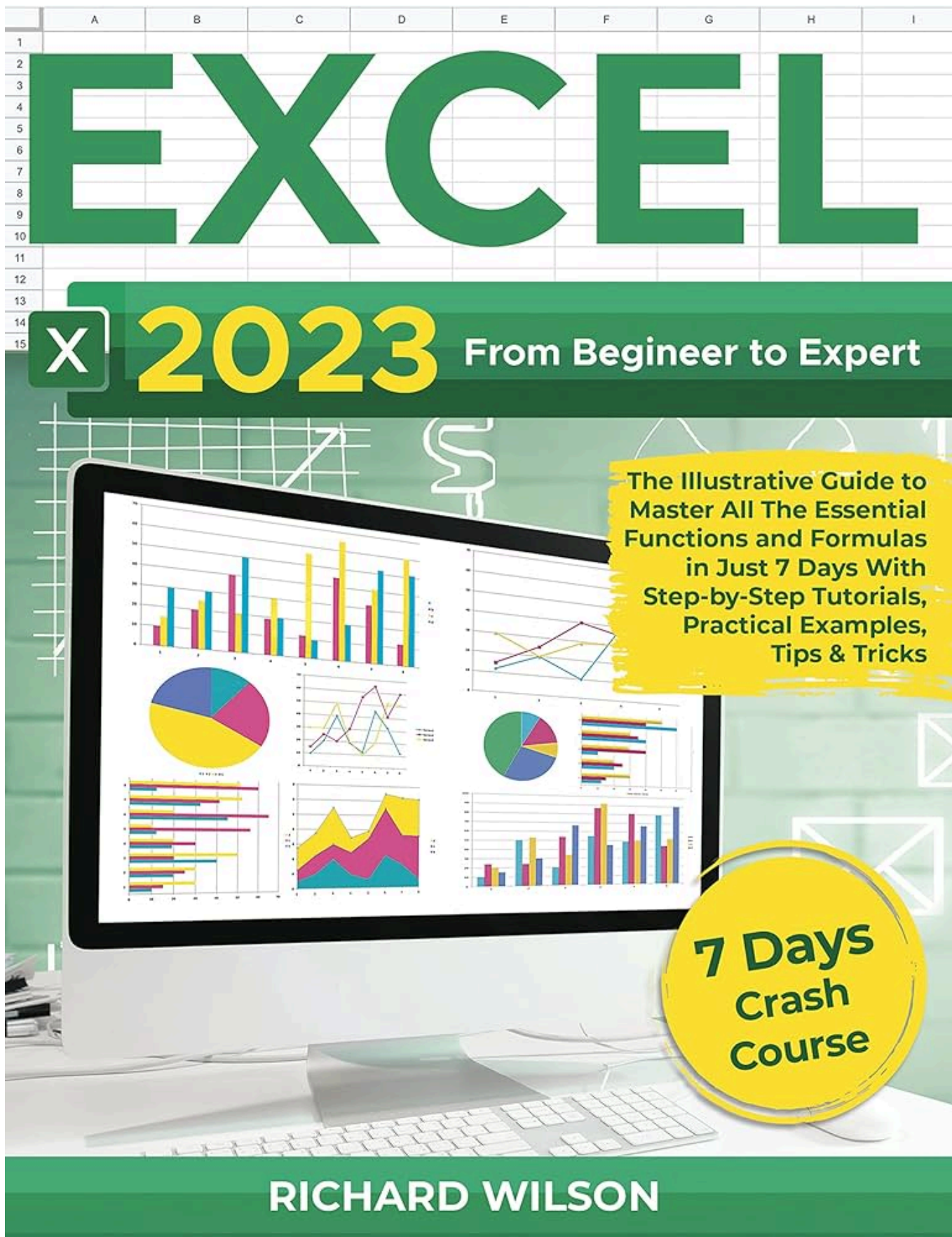
About the Book:

“Excel Formulas & Functions for Beginners” is a step-by-step guide designed to help users quickly grasp the fundamentals of Excel formulas and functions. It covers a wide range of topics, including basic arithmetic functions, logical functions, lookup functions, and more advanced formulas for data analysis.

Why Choose This Book?

- **Perfect for Beginners:** Adam Ramirez’s clear writing style and structured approach make complex Excel concepts easy to grasp for newcomers.
- **Practical Exercises:** Includes practice exercises to reinforce learning and solidify understanding.
- **Real-World Relevance:** Features real-world examples, helping readers apply Excel formulas in professional settings.

7. Excel for Business: The Practical Guide (2023)



Author: Rick Macer

Rating: 4.5

Buy Link: [Excel for Business: The Practical Guide \(2023\)](#)

About the Author:

Rick Macer is an experienced business analyst and Excel expert with over a decade of experience utilizing Excel for various business functions. He holds a Master's in Business Administration, specializing in Financial Analysis.

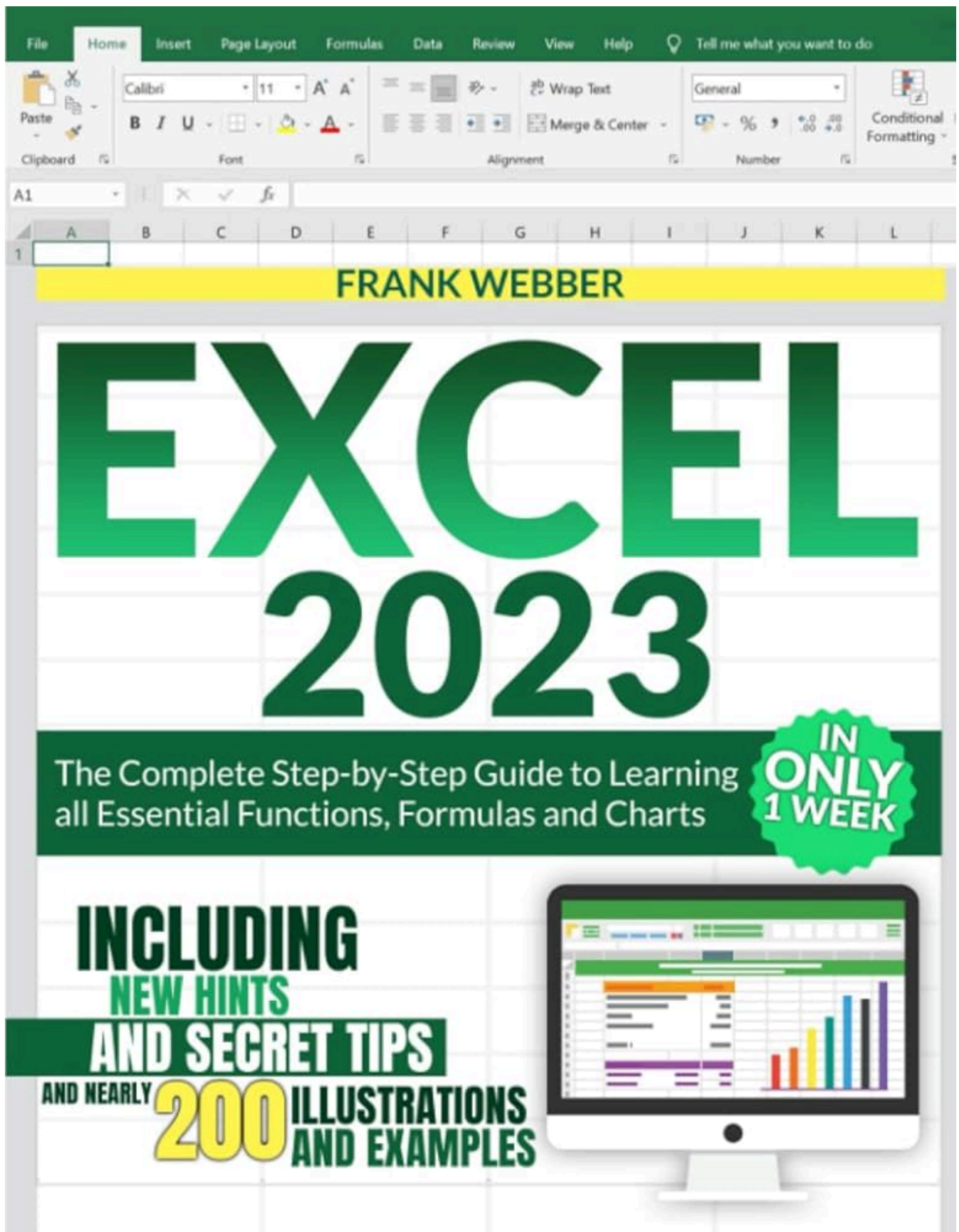
About the Book:

“Excel for Business: The Practical Guide (2023)” is a comprehensive resource that delves into leveraging Excel for various business tasks. It provides step-by-step instructions and practical tips for utilizing Excel in budgeting, forecasting, financial analysis, and other essential business functions.

Why Choose This Book?

- **Focus on Business Applications:** The book targets business-related tasks, ensuring relevance and applicability to professionals in various industries.
- **Case Studies and Real-World Examples:** Features case studies and examples that illustrate how Excel can be effectively utilized in different business scenarios.
- **Practical Approach:** Provides practical guidance that lets readers apply Excel techniques immediately in their work.

8. Excel for Students: The Essential Guide (2023)



Author: Bernard Woolridge

Rating: 4.2

Buy Link: [Excel for Students: The Essential Guide \(2023\)](#)

About the Author:

Bernard Woolridge is a seasoned educator with extensive experience teaching Excel to students in various disciplines. He has a deep understanding of the unique challenges faced by students when learning Excel and has tailored his teaching methods accordingly.

About the Book:

“Excel for Students: The Essential Guide (2023)” is specifically designed to meet the needs of students across various academic fields. It covers essential Excel skills such as data organization, basic formulas, charts, and academic project management. The book is structured to help students quickly learn and apply Excel skills to their academic work.

Why Choose This Book?

- **Student-Centric:** Tailored to the needs of students, making it ideal for those in academic settings.
- **Focus on Essential Skills:** Covers the most relevant Excel skills for students, ensuring they can effectively use the software for their academic work.
- **User-Friendly:** Written in a clear and accessible style, making it easy for students to follow along and apply what they learn.

Must Read: Game Development Project Ideas: Unlocking Creativity for Students

9. Excel 2023 Bible: The Comprehensive Guide

Excel 2023



Learn Microsoft Excel
from scratch to master in
less than 5 minutes a day
through hands-on learning

5 minutes
a day

Author: Michael Alexander

Rating: 4.6

Buy Link: [Excel 2023 Bible: The Comprehensive Guide](#)

About the Author:

Michael Alexander is a veteran Excel expert with over 15 years of experience in data analysis and visualization. He is a Microsoft MVP (Most Valuable Professional) and a frequent speaker at industry conferences. His in-depth knowledge of Excel has made him a trusted resource for users worldwide.

About the Book:

“Excel 2023 Bible: The Comprehensive Guide” is an all-encompassing resource that covers everything from the basics to advanced Excel functions. It is designed for users who want to gain a deep understanding of Excel’s capabilities, making it suitable for both beginners and advanced users.

Why Choose This Book?

- **Comprehensive Coverage:** The book covers all aspects of Excel, from basic to advanced topics, making it a complete resource for users at any level.
- **In-Depth Explanations:** Provides detailed explanations of Excel features and functions, ensuring users gain a thorough understanding of the software.
- **Practical Examples:** Includes practical examples and exercises to help users apply what they learn in real-world scenarios.
- **Trusted Author:** Written by a Microsoft MVP, ensuring the content is accurate, reliable, and up-to-date.

Conclusion

Choosing the right Excel book can significantly impact your learning experience. The books listed above are some of the best available for beginners in 2024, offering comprehensive coverage, clear explanations, and practical exercises to help you

master Excel. Whether you're looking to enhance your skills for personal use, academic purposes, or professional growth, these books provide a solid foundation to build upon.

Start your Excel journey with confidence by picking up one of these top-rated books today!

 Excel Tips

< [45+ Must-Know Excel Interview Questions & Answers for Business Analysts](#)



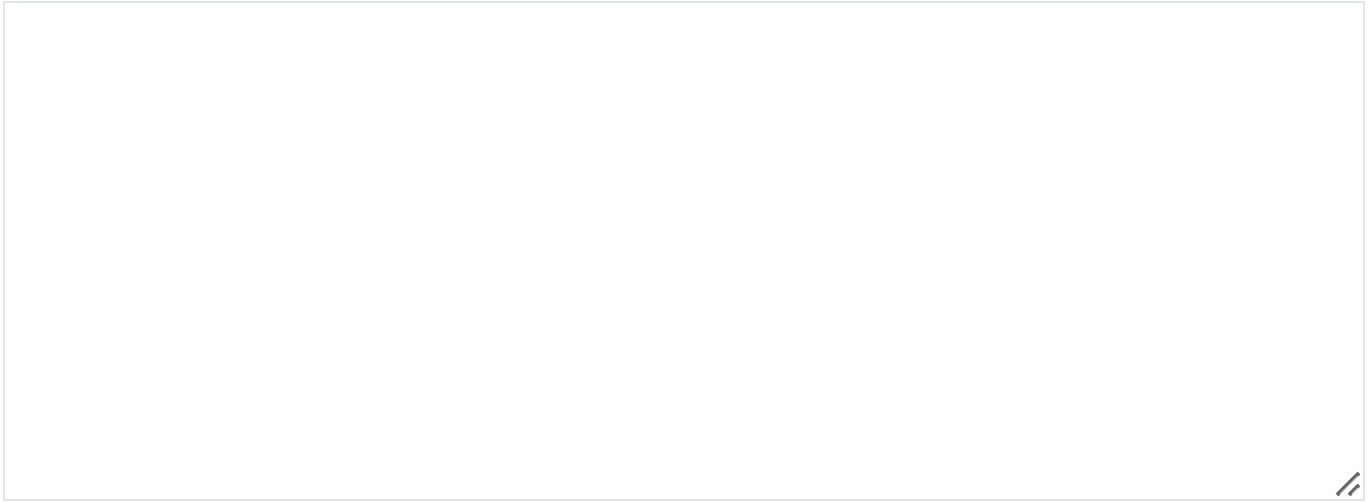
ABOUT THE AUTHOR

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