

# Your Office Microsoft Excel 2010 Comprehensive

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through collaborating in excel and integrating or using excel with word powerpoint and access make your tasks easier improve your excel skills and get better results with this step by step guide

want to get to grips with microsoft excel 2010 whether you re new to excel or keen to polish your spreadsheet skills this book shows you how

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challenging students to really retain what they learned as opposed to learning and then forgetting soon after the series scenario introduces a large global business the resort and spa made up of smaller businesses golf pro shop spa restaurants event planning etc featured in the cases that run throughout all four applications this approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like microsoft office and use information to make decisions

beginning microsoft excel 2010 is a practical step by step guide to getting started with the world s most widely used spreadsheet application the book offers a hands on approach to learning how to create and edit spreadsheets use various calculation formulas employ charts graphs and get work done efficiently microsoft rolled out several new features with excel 2010 perhaps the most notable was the ability to use excel 2010 online and collaborate on a project in real time beginning microsoft office 2010 keeps you up to date with all of these features and more

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