

Your Office Microsoft Excel Comprehensive

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kaye s the shelly cashman series microsoft office 365 excel comprehensive 1st edition includes updated microsoft 365 features and enhanced support for mac users in introductory level modules the trademark step by step screen by screen project based approach encourages you to expand your understanding of office applications through experimentation and critical thinking module learning objectives are mapped to microsoft office specialist mos certification objectives in addition mindtap and updated sam skills assessment manager digital resources are available to guide additional study and ensure successful results

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this book offers full comprehensive coverage of excel ideal for business courses real world problem solving for business and beyond the your office series prepares students to use both technical and soft skills in the real world hands on technical content is woven into realistic business scenarios and focuses on using microsoft office r as a decision making tool the series features a unique running business scenario that connects all of the cases together and exposes students to using office to solve problems relating to business areas like finance and accounting production and operations sales and marketing each chapter introduces a realistic business case for students to complete via hands on steps that are easily identified in blue shaded boxes each blue box teaches a skill and comes complete with video and interactive support chapters are grouped into business units which collectively illustrate a specific set of business concepts to achieve aacsb related outcomes each business unit ends with a capstone section testing students ability to apply concepts and skills beyond a single chapter also available with myitlab myitlab r is an online homework and assessment program designed for information technology it courses to engage students and improve results live in application grader projects come with the convenience of auto grading and instant feedback helping students learn more quickly and effectively digital badges lets students showcase their microsoft office or computer concepts competencies keeping them motivated and focused on their future careers myitlab builds the critical skills needed for college and career success

the exploring microsoft r office 365 r series moves students beyond rote tasks to a deeper comprehension of how when and why to apply office skills a market leader for over 20 years the collection helps students achieve high level learning outcomes by engaging them in the way they learn best through hands on practice a dozen exercises in each chapter range from multiple choice questions to open ended projects revised to reflect microsoft office 365 the 2019 edition is mac compatible and adds new critical thinking assignments to help students build fundamental 21st century skills

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this book is for beginners and users upgrading from previous versions of excel after learning the new features of excel 5 readers are led step by step into creating spreadsheet the use of the new pivot views working with formulas and the diverse opportunities for using data exchange

do you want to become an expert in microsoft excel with 0 experience have you always wanted to learn this well known application but you thought is difficult for you

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