

# Your Office Microsoft Excel Comprehensive

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for introductory and advanced courses in microsoft excel 2007 or courses in computer concepts with a lab component for microsoft excel 2007 the goal of the exploring series is to move students beyond the point and click to help them understand why and when they would perform a skill in ms office excel

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

this book offers full comprehensive coverage of microsoft excel beyond point and click the goal of the exploring series is to move students beyond the point and click to understanding the why and how behind each skill and because so much learning takes place outside of the classroom this series provides learning tools that students can access anywhere anytime students go to college now with a different set of skills than they did years ago with this in mind the exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everyone needs to know also available with myitlab myitlab r is an online homework tutorial and assessment program designed for information technology it courses which engages students and improves results html5 simulation exercises and 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 note you are purchasing a standalone product myitlab does not come packaged with this content students if interested in purchasing this title with myitlab ask your instructor for the correct package isbn and course id instructors contact your pearson representative for more information

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

whether you are just starting out or an excel novice microsoft excel training essentials is your comprehensive straight forward guide for all your excel training needs the book is designed to provide a comprehensive and simplified training guide to students corporates trainers consultants etc it is divided into three modules basic intermediate and advanced 1 part of it features include a well explained step by step processes aided with pictorial descriptions examples to aide understanding of processes exercises to track the learners understanding of what has been learned well arranged outline for easy reading and navigation by using the book you will learn how to create a pivot table perform simple and complex calculations analyze visualize data and much more this powerful tool is available for use in schools home management businesses corporate organizations etc

for introductory computer courses in microsoft office 2003 or courses in computer concepts with a lab component for microsoft office 2003 applications master the how and why of office 2003 students master the how and why of performing tasks in office and gain a greater understanding of how to use the individual applications together to solve business problems

the thoroughly revised updated 6th edition of comprehensive guide to ibps cwe bank po exam has been designed specially for the cwe bank po stage 1 2 of the exam a chapter on sentence exclusion has been introduced as asked in the 2016 po mains exam the book covers all the sections of the preliminary main po exam english language quantitative aptitude reasoning ability computer aptitude and banking knowledge general awareness the book provides well illustrated theory with exhaustive fully solved examples for learning this is followed with an exhaustive collection of solved questions in the form of exercise the book incorporates fully solved 2012 2013 2014 2015 2016 ibps po question papers with solutions of descriptive test the current affairs section has been updated with the latest questions so as to provide an updated book to the aspirants

for any course teaching application software using microsoft office 2002 applications this book will appeal to students in a variety of disciplines including liberal arts business and the sciences the exploring ms office xp series gives the when and why of performing tasks in office xp it provides new integrated real world practice exercises it s customizable in the rightphit program certified to the core and provides expert levels of microsoft office xp

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 a spreadsheet the use of the new pivot views working with formulas and the diverse opportunities for using data exchange

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