



Microsoft Excel 2010 Comprehensive

Clifford Lane



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Your Office Amy Kinser, Timothy P. O'Keefe, Jennifer Paige Nightingale, Brant Moriarity, Nathan P. Stout, 2012 Your Office is ideal for introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications Your Office is the Office Applications textbook written for instructors who want more than a skill drill book that enables students to learn discrete tasks but fails to illustrate the big picture of how these skills work together Your Office bridges the gap between skill and application and empowers students to master Office 2010 as a tool to solve problems and make decisions The cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions The unique modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops 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

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Rittman, 2011 Microsoft Excel 2010 Comprehensive provides extensive thorough training of Excel 2010 This text covers introductory through advanced topics and is ideal for the computer user who wants to become well versed in using Excel

2010 This textbook is approved courseware for preparing students for the Microsoft Office Specialist MOS certification exam. Certification validates skills in the 2010 Microsoft Office suite enabling students to demonstrate that they have mastered the necessary skills. Topics introduced in Unit 1 include the Ribbon interface, entering and editing data, selecting cells and ranges, printing worksheets, creating formulas and functions, formatting cell contents, inserting and deleting columns, rows, and cells, charts, and more. Unit 2 covers such topics as large worksheets and workbooks, tables, outlines, inserting clip art, pictures, and SmartArt templates, digital signatures, and more. In Unit 3, students are introduced to PivotTables and macros, financial functions, data analysis, auditing, and additional functions, advanced formatting, and analysis tools, collaboration, and more. The text concludes with an integration lesson.

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benefit from its capabilities and formulae because it can track any type of data It eliminates the need to count cells or copy and paste performance figures for hours Excel usually provides a shortcut or quick workaround to fasten the process

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