

1: New Perspectives Microsoft Office & Excel Intermediate - Ebook pdf and epub

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2: New Perspectives Microsoft® Office & Excel

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Develop the Microsoft Excel skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE & EXCEL INTERMEDIATE.

Updated with all-new case scenarios, this edition guides students in applying the skills they are learning to real-world situations to emphasize the relevance of concepts. Companion Sways provide videos and step-by-step instructions to help students learn to use each app. Getting Started with Excel. Formatting Workbook Text and Data. Performing Calculations with Formulas and Functions. Analyzing and Charting Financial Data. Managing Multiple Worksheets and Workbooks. Developing an Excel Application. Working with Advanced Functions. An engaging two-page spread at the start of each module session gives a visual look at the tasks and elements covered in the session and can be used as a study guide for students when preparing for quizzes and tests. This helpful feature guides students in paying close attention in order to accomplish each step the right way and avoid any time-consuming re-work. These practical case scenarios throughout all modules and end-of-module exercises, including Review Assignments and Case Problems, prompt students to apply the skills and concepts they have learned to real-world situations. Companion Sways provide videos and step-by-step instructions to help students learn to master each app. This allows students get up and running quickly and for you to enhance and customize your course with learning activities that will elevate thinking and improve course outcomes. The next year she opened a successful small computer retail store with Dan Oja that also offered software instruction to children and adults. Parsons taught at the university level for more than 20 years. Parsons began writing and creating educational software for Course Technology in She works via the Internet with a team of highly skilled media specialists and desktop publishers located in various states and provinces. The next year, he and Dr. Parsons opened a successful small computer retail store that offered software instruction to children and adults. Oja began writing and creating educational software for Course Technology in Together, they contributed to the leading success of the Windows for Business and Illustrated Series. They also developed the New Perspectives, e-Course, and Practical series. Patrick Carey received his M. He co-authored his first textbook on using Excel as a statistical tool. Carey has authored or co-authored more than 20 leading academic and trade texts for the software industry. Carol DesJardins spent 25 years in the private sector as a programmer, systems analyst and eventually Chief Information Officer. During that time, she honed her skills with Excel as an analysis tool. She transitioned her knowledge to the classroom and has taught several applications and programming courses. DesJardins co-authored her first textbook on Excel. In addition to writing, she continues to teach at St. Clair County Community College.

4: New Perspectives Microsoft Office & Excel Comprehensive by Ann Shaffer

Develop the Microsoft Office skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE & OFFICE INTRODUCTORY.

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Develop the complete set of Microsoft Excel skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE and EXCEL COMPREHENSIVE.

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