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Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions)



Synopsis

Whether you're a computer rookie or hot shot, you can master Microsoft Excel 2013 applications quickly with this new book in the acclaimed Illustrated Series -- ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows you to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what you should see on your own computer. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. MindTap, SAM and other resources further strengthen your understanding of the latest features in MS Access 2013.

Book Information

Series: Microsoft Office 2013 Enhanced Editions

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'Quick Tips' & 'Troubles' help you avoid typical errors. Text highlights common mistakes and cautions you with special features and helpful warnings as part of the book's step-by-step directions. Easy-to-follow 2-page lessons. This proven, focused visual approach keeps you focused and actively learning important skills in Excel 2013. Skills for

this course and beyond. You learn how to use MS Excel 2013, including creating worksheets, using formulas and functions, and creating charts. Use the text as a future reference. With clear explanations and examples, the text will become an edition you will reference during and after your course.

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on track for improved grades.

Elizabeth Eisner Reding has authored many books for Delmar and Course Technology on a variety

of software programs, including Adobe Photoshop, Microsoft Office, and Microsoft Publisher. Living

in New Mexico with her husband, she spends her free time grilling, water gardening, road and

mountain biking, and collecting Southwestern art. Lynn Wermers is a Professor in the Computer

Science Department at North Shore Community College in Massachusetts where she teaches MS

Office and web development courses. She also teaches part-time in the Math Department for the

School of College of Professional Studies at Northeastern University. Ms. Wermers has authored

numerous leading books that focus on Excel for Cengage Learning.

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