

SERIES (ex•ploring)

1. Investigating in a systematic way: examining. 2. Searching into or ranging over for the purpose of discovery.



Microsoft® Office **Excel 2010** COMPREHENSIVE

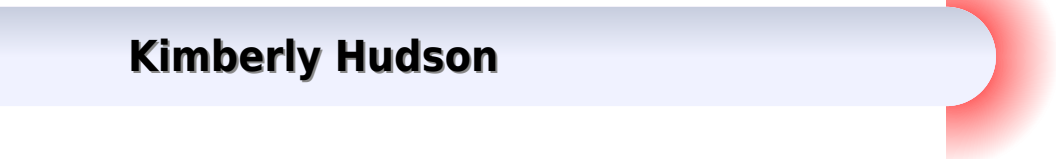


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Your Office Microsoft Excel 2010 Comprehensive

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similar to the Prepare Case in the Workshop providing you with a refresher on how to complete each step Real World Interview Videos feature real business professionals discussing how they actually use Microsoft Office or similar tools to be productive in their daily work Interviewees come from many different industries and provide relevance to what you learn in this class All Student Data Files that are needed to complete the cases in the book **Student Video CD for Your Office** Amy S. Kinser, Jennifer Nightingale, Timothy O'Keefe, William G. Wagner, Nathan Stout, Brant Moriarity, 2011-12-13 *Excel for Beginners Complete Step by Step Guide*, 2024-09-16 Like most people you only open Microsoft Excel when someone sends you a xlsx or xls file You see many tables and formulas and whatnot but the way Excel is laid out can be really intimidating even for the techiest among us That is why we have created this Excel beginner s guide It will walk you through the process of opening a spreadsheet entering and manipulating data and finally saving and sharing It contains all of the information you need to get started with Excel Excel is the most capable program available for managing and analysing various sorts of data This Microsoft Excel tutorial for beginners includes comprehensive instructions on learning Excel and using numerous Excel formulae tables and charts to manage small to major corporate processes This Excel for beginners course will assist you in mastering the fundamentals of Excel Because of its powerful computational capabilities Excel is generally used to create financial documents Accounting offices and teams frequently utilise the program because it allows accountants to see sums averages and totals immediately They can quickly make sense of their company s data using Excel While Excel is best recognised as an accounting program professionals in any sector including science researchers can 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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