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Sherry Kinkoph

The Complete Idiot's Guide to Microsoft Excel 2000 Sherry Kinkoph,1999 Explains how to create functional spreadsheets and offers advice on entering data, working with formulas, and importing and converting files

Excel 2003 Expert Adrienne Tommy,2004 This book is made up of five parts, each dealing with a specific topic: managing data (named ranges, import/export, lists and filters, publishing Web pages, using XML with Excel etc), tools for analysing data (including auditing tools, what-if analysis tools, pivot tables and charts), templates, working in a team (sharing and protecting data), configuring menus, toolbars and default settings, and a basic guide to working with macros. Each chapter is independent of the others, so that you can choose what to study, and in what order. At the end of the book, you will find the official list of topics tested in the MOS Excel 2003 Expert exam. The number of the corresponding lesson and exercise is given next to each topic in the list.

New Clait 2006 Unit 2 Creating Spreadsheets and Graphs Using Excel XP Cia Training Ltd Staff,2005-07 This self teach guide has been designed to gradually steer you in a step by step manner around the software features needed to pass New CLAIT 2006 Unit 2 assessment. As you work through this book you are introduced to, and taught how to use, Microsoft Excel. Data files are supplied on CD and have been designed to be used in conjunction with the exercises as you work through the book. Titles of a similar nature are also available for the other New CLAIT 2006 units. Endorsed by OCR.

Clait Plus 2006 Unit 2 Manipulating Spreadsheets and Graphs Using Excel 2003 CIA Training Ltd,2005-05 The 2nd guide in the CLAIT Plus 2006 series provides comprehensive cover of the skills needed to produce professional spreadsheets and charts. You will learn how to create, format and maintain spreadsheets and how to create and format many types of chart. You will also be able to produce hard copy of charts and spreadsheets, including those displaying formulas. Endorsed by OCR.

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Microsoft Excel 2000 Basics Patty Winter,1999

E-Quals Level 2 - Unit 023 Spreadsheets Using Excel 2000 Cia Training Ltd Staff,2003-10

Ecdl/Icdl Syllabus 4 Module 4 Spreadsheets Using Excel 2003 Cia Training Ltd Staff,2004-02 This comprehensive manual covers all aspects required by Module 4 ECDL/ICDL Syllabus 4.0. Data files are supplied with the manual which allow practice of the different software features. It is approved by the ECDL Foundation.

Microsoft Office XP for Windows Steve Sagman,Stephen W. Sagman,Gail Taylor,2002 Master the basics of Microsoft Office quickly and easily with this Visual QuickStart Guide. Previous editions of this book have sold over 50,000 copies worldwide Organized and presented specifically for busy professionals who need to get right to work A reasonably priced, easy-to-reference guide to the essentials of Microsoft Office The standard suite of business applications, now up20010803d for the new Windows XP platform, Microsoft Office XP for Windows is a full-featured word-processing, spreadsheet, database, presentation, and information management package. Office XP for Windows: Visual QuickStart Guide guides users right to the most frequently-used tasks in Word, Excel, Access, PowerPoint, and Outlook, using clear, step-by-step instructions and illustrated with hundreds of helpful screen shots. For users who don't have the time or resources to wade through long passages of text and just want a quick reference to the essentials of each Office application, this is the ideal guide. Steve Sagman has written or co-written over 17 books on computing, including Microsoft Office 2000 for Windows: Visual QuickStart Guide. His books have sold well over a million copies, and have been translated into 12 languages. He has written for PC Computing, Computer Shopper, PC Week, PC World, and PC Magazine.

Open Learning Guide for Excel 2003 Introductory Cia Training Ltd Staff,2004-05 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of an Excel spreadsheet. The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual using a step-by-step approach.

Let'S Log In Anew! 6(Revised Edition), 2/E Sehgal Nancy,2008-09

E-Quals Level 2 Unit 023 Spreadsheets Using Excel 2003 Cia Training Ltd Staff,2004-10 This training manual provides full syllabus coverage for unit 023 of the Level 2 City & Guilds qualification e-Quals. Designed to gradually build up your knowledge taking a step by step exercise based approach. Useful data files are supplied with the manual which allow you to practise the different software features.

Excel 2003 Personal Trainer ,2004 With sections on editing, formatting, functions, formulas, lists, macros, creating and managing workbooks, and creating and editing charts, this tutorial also includes an interactive companion CD-ROM.

E-Quals Level 1 Office XP Spreadsheets Susan Ward,2004 Through practical tasks, 'check your knowledge' sections and consolidation exercises, you will learn to:

Excel 2003 Core Adrienne Tommy,2004-06 This book is made up of seven parts, each dealing with a specific topic: managing workbooks and worksheets, working with rows, columns and cells in a table, managing data (entering values, copying, moving, filtering and searching for data), making various calculations with formulas and functions, formatting data and using styles, printing and page setup, and creating drawing objects, diagrams and charts. Each chapter is independent of the others, so that you can choose what to study, and in what order. At the end of the book, you will find the official list of topics tested in the MOS Excel 2003 Core exam, with the references of each corresponding lesson and exercise from the book.

Using Microsoft Office XP Ed Bott,Woody Leonhard,2001 With this edition ofSpecial Edition Using Office XPthere is a continual emphasis on realistic applications and uses of the program features. While there are many other big books in the Office market today, there are few that tailor coverage uniquely for the intermediate to advanced Office user as Special Edition Using does, delivering more focused value for the customer. It has been updated to reflect Office XP's Smart tags, collaboration features, speech and dictation tools, built-in recovery features, add network place wizard and much more

Excel 2000 Carole Tobias,2000-05 Excel 2000 Level 2: Expert from Glencoe's Professional Approach Series equips students with the skills needed to successfully use Microsoft Excel. An extensive array of exercises teaches and challenges students, while illustrations of screens and the accompanying icons help them to follow instructions for hands-on practice. Students gain real-world experience by performing many of the same tasks required in business settings. A comprehensive instructional package allows instructors to tailor the program to teaching styles, lab needs, student objectives, and student learning styles.

Excel Workbook For Dummies Greg Harvey,2006-03-31 Excel is the most sophisticated spreadsheet program available, making it easy for you to create a variety of analyses and calculations for personal and professional use. However, this program is much more than just an electronic version of an accountant's green sheet, and mastering even the most basic functions can be a challenge. Excel Workbook For Dummies is specially designed to give you the hands-on experience you need to start using this great program with confidence and efficiency. This guide is packed with hundreds of exercises that walk you through the ins and outs of Excel at your own pace. You'll have all the tools you need to: Enter spreadsheet data Format, modify, and print your spreadsheet Copy and correct formulas Create date and time formulas Use math, statistical, lookup, and logical functions Chart spreadsheet data Add graphics to the spreadsheet Manage and secure your data Perform what-if analyses Generate pivot tables Publish spreadsheets as Web pages Add

hyperlinks to spreadsheets Take advantage of Macros and Visual Basic Editor Included is a bonus CD-ROM full of useful features, including sample files for all exercises in the book, a variety of important Excel tools, worksheets, and templates for financial planning, and a trial version of Crystal Xcelsius to get you started making progress and becoming an Excel expert! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Excel 2003 ,2004

Clait Plus 2006 Unit 1 Integrated E-Document Production Using Windows XP and Word 2003 CIA Training Ltd,2005-05 The 1st guide in the CLAIT Plus 2006 series will give you an understanding of files and folders, including file protection. You will be able to use a word processor to enter and amend data, as well as to perform mail merge. You will learn how to work with tables and to import and manipulate various objects. The guide will teach you the skills needed to apply a specified house style to documents and to check your work for accuracy. Endorsed by OCR.

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