

Microsoft Office Excel 2010 Comprehensive Grauer

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Grauer Course Technology Shelley Gaskin Gary B. Shelly Amy S. Kinser Robert T.
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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 discreet 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

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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

for introductory computer courses on microsoft office 2010 or courses in computer concepts with a lab component for microsoft office 2010 applications the goal of the exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill the exploring series for office 2010 also enables students to extend the learning beyond the classroom students go to college now with a different set of skills than they did five years ago with this in mind the exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody

needs to know a lot of learning takes place outside of the classroom and the exploring series provides learning tools that students can access anytime anywhere the goal of the exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill

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introduce your students to the new generation of microsoft office with the new generation of shelly cashman series books for the past three decades the shelly cashman series has effectively introduced computer skills to millions of students with excel 2010 we re continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today s students in microsoft excel 2010 comprehensive you ll find features that are specifically designed to engage students improve retention and prepare them for future success our trademark step by step screen by screen approach now encourages students to expand their understanding of the excel 2007 software through experimentation exploration and planning ahead brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem solving skills to create real life documents important notice media content referenced within the product description or the product text may not be available in the ebook version

a media tool bound in your book to help you work through the cases and see the relevance of the skills you learn to the real world includes the following skills videos provide a step by step walkthrough 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

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provide a thorough introduction of the most important microsoft excel 2010 skills to beginning students with microsoft excel 2010 complete part of the origins series this text includes features that make learning easy and enjoyable yet challenging for students students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem solving skills while gaining the hands on practice needed to be confident and successful computer users important notice media content referenced within the product description or the product text may not be available in the ebook version

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