Go With Microsoft Excel 2010 Comprehensive

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T. Grauer June J Parsons June Jamrich Parsons Gary B. Shelly Pasewark/Pasewark Sandra Rittman Robert T. Grauer Shelley Gaskin

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 the skills in each office application to using the applications as tools to make business decisions the unique modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops challenging students to really retain what they learned as opposed to learning and then forgetting soon after the series scenario introduces a large global business the resort and spa made up of smaller businesses golf pro shop spa restaurants event planning etc featured in the cases that run throughout all four applications this approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like microsoft office and use information to make decisions

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microsoftr 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 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 ir clip art pictures and smartart templates digital signatures and more in unit 3 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

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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

with the new perspectives critical thinking problem solving approach students will gain a comprehensive understanding of microsoft office excel 2010 and will learn how to take advantage of the flexibility it offers case based tutorials challenge students to apply what they are learning to real life tasks preparing them to easily transfer skills to new situations with new perspectives students understand why they re learning what they re learning and are better situated to retain skills beyond the classroom 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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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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