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Microsoft Excel 2002 Microsoft Office Specialist Certification

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Examinsight for Microsoft Office Specialist Certification B. J. Schipper, 2004-01-01 An IT veteran with extensive experience in corporate and college training offers you everything you need to know to pass the exam the first time or get money back This book gives you the knowledge and tools to utilize Microsoft Excel 2000 to its fullest capabilities and integrate it with other software applications Three Units each with six lessons take you from beginner to intermediate to advanced skill levels with Unit Three providing the expertise to pass the exam Each of the 18 lessons gives you Concepts about each feature or procedure accompanied by numerous screen photos and step by step instructions hands on exercises to build skills and confidence hints tips and shortcuts to make spreadsheet usage easier review questions that assure your understanding of each subject and a section for Applying the Knowledge which helps cement concepts and give you confidence that you can perform various activities unassisted Author Dr B J Schipper A Network has been involved in the computer industry as a technician developer network administrator corporate trainer consultant and college instructor for more than 20 years He has taught all Microsoft Office applications as well as MS Project Visio and Internet He has done extensive curriculum development as well as technical writing B J holds ACM BS MDiv and D Min degrees **Microsoft Excel 2002** Nita Rutkosky, Denise Seguin, WHAT YOU LL FIND INSIDE A unique visual approach for teaching Excel 2002 Training in the skills required for Core level Microsoft Office Specialist certification in Microsoft Excel Step by step guided instruction to ensure long term retention Instruction that facilitates self paced accelerated and traditional learning formats CONTENTS 1 Analyzing Data Using Excel 2 Editing and Formatting Worksheets 3 Using Functions Setting Print Options and Adding Visual Elements 4 Working with Multiple Worksheets and Managing Files 5 Integrating Word and Excel Index Includes student files on CD **Microsoft Excel 2002 Core and Expert Certification** Nita Rutkosky, Meredith Flynn, WHAT YOU LL FIND INSIDE Instruction on how to process numerical information to solve contemporary workplace problems A carefully guided tutorial approach that anticipates students questions and provides contextual information for mastery of Excel s analysis tools CONTENTS Welcome Getting Started in Office XP Using Windows 2000 Browsing the Internet Using Internet Explorer Core Level Unit 1 1 Preparing an Excel Worksheet 2 Formatting an Excel Worksheet 3 Inserting Formulas in a Worksheet 4 Enhancing a Worksheet Unit 1 Performance Assessment Work in Progress Core Level Unit 2 5 Moving Data within and between Workbooks 6 Maintaining Workbooks 7 Creating a Chart in Excel 8 Enhancing the Display of Workbooks Unit 2 Performance Assessment Workplace Ready Index Expert Level Unit 1 1 Formatting Worksheets Using Advanced Techniques 2 Working with Templates and Workbooks 3 Using Advanced Functions 4 Working with Lists Unit 1 Performance Assessment Work in Progress Expert Level Unit 2 5 Using Excel s Analysis Tools 6 Managing and Auditing Worksheets 7 Collaborating with Workgroups 8 Using Data from the Internet and Other Sources Unit 2 Performance Assessment Workplace Ready Index Includes student files on CD *Microsoft Excel 2002 Core Certification*

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Table of Contents Microsoft Excel 2002 Microsoft Office Specialist Certification

1. Understanding the eBook Microsoft Excel 2002 Microsoft Office Specialist Certification
 - The Rise of Digital Reading Microsoft Excel 2002 Microsoft Office Specialist Certification
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2002 Microsoft Office Specialist Certification
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel 2002 Microsoft Office Specialist Certification
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2002 Microsoft Office Specialist Certification

- Personalized Recommendations
 - Microsoft Excel 2002 Microsoft Office Specialist Certification User Reviews and Ratings
 - Microsoft Excel 2002 Microsoft Office Specialist Certification and Bestseller Lists
5. Accessing Microsoft Excel 2002 Microsoft Office Specialist Certification Free and Paid eBooks
 - Microsoft Excel 2002 Microsoft Office Specialist Certification Public Domain eBooks
 - Microsoft Excel 2002 Microsoft Office Specialist Certification eBook Subscription Services
 - Microsoft Excel 2002 Microsoft Office Specialist Certification Budget-Friendly Options
 6. Navigating Microsoft Excel 2002 Microsoft Office Specialist Certification eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel 2002 Microsoft Office Specialist Certification Compatibility with Devices
 - Microsoft Excel 2002 Microsoft Office Specialist Certification Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel 2002 Microsoft Office Specialist Certification
 - Highlighting and Note-Taking Microsoft Excel 2002 Microsoft Office Specialist Certification
 - Interactive Elements Microsoft Excel 2002 Microsoft Office Specialist Certification
 8. Staying Engaged with Microsoft Excel 2002 Microsoft Office Specialist Certification
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel 2002 Microsoft Office Specialist Certification
 9. Balancing eBooks and Physical Books Microsoft Excel 2002 Microsoft Office Specialist Certification
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel 2002 Microsoft Office Specialist Certification
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Microsoft Excel 2002 Microsoft Office Specialist Certification
 - Setting Reading Goals Microsoft Excel 2002 Microsoft Office Specialist Certification
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Microsoft Excel 2002 Microsoft Office Specialist Certification

- Fact-Checking eBook Content of Microsoft Excel 2002 Microsoft Office Specialist Certification
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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