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Jeannine P. Pray

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Microsoft

Excel 2000 Meredith Flynn, 1999. In this approved Microsoft Office User Specialist MOUS program coursework in using advanced formatting techniques for Excel worksheets using Excel's analysis tools and other advanced functions. Collaborating with workgroups and other goals of the SCANS Commission, Flynn, Bowling Green State U, Ohio teaches these expert level skills through visual aids and skills assessment exercises using data files on the bundled CD ROM. An instructor's guide and textbook web site are available. Annotation copyrighted by Book News Inc, Portland OR.

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Rutkosky,2000 This text covers Microsoft Access 2000 core level and teaches the core and expert skills required for Microsoft Office User Specialist certification Flynn Bowling Green State U and Rutkosky Pierce College present seven chapters that accelerate learning through the use of visuals screen captur

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