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Shelly,1997    **Microsoft Excel 2000** Gary B. Shelly,2000    [Microsoft Excel 2010: Comprehensive](#) Sandra Rittman,2011 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    *Microsoft 365 Excel Comprehensive* Victoria Kaye,Mark Shellman,2025

[Microsoft Office Excel 2010: A Skills Approach, Complete](#) Inc. Triad Interactive,2011-09-12    [Microsoft EXCEL 2010](#) Shelly, Gary,2012    *The Shelly Cashman Series*® Microsoft® Office 365® and Excel® Comprehensive Rob Wilson,2025-01-31 Kaye s THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 EXCEL COMPREHENSIVE 1st Edition includes updated Microsoft 365 features and enhanced support for Mac users in introductory level modules The trademark step by step screen by screen project based approach encourages you to expand your understanding of Office applications through experimentation and critical thinking Module Learning objectives are mapped to Microsoft Office Specialist MOS certification objectives In addition MindTap and updated SAM Skills Assessment Manager digital resources are available to guide additional study and ensure successful results    [Microsoft Excel 2010: Illustrated Complete](#) Elizabeth E. Reding,Lynn Wermers,2011-07-15    **New Perspectives on Microsoft Office Excel 2010** June Jamrich Parsons,2011

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