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6	Craig	Andrews		24 Granduer Parade
7	Sarah	Donatella	Unit 5	115 Western Ministe
8	Steve	Silsar	Suite 16	26 Oaks Ave
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# Microsoft Excel 301

## Absolute Beginners Course



# Microsoft Excel Start Beginners Guide

**Michael Miller**



## **Microsoft Excel Start Beginners Guide:**

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This book will take you to the very beginning Every step exposes you to something new and exciting You will achieve maximum practical and academic knowledge in using your computer Learning will be fun and achievable as you install new software on your computer play music using window media player organize your family and friends pictures You ll also learn how to prevent your PC from getting viruses and new create e mail Finally learn the different parts that compose the PC

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**Beginners Guide to Microsoft Excel 2003** Michael McAleer,2006 This book utilizes a step by step process of creating a worksheet through Microsoft Excel to teach the novice user the basics as well as some advanced techniques of the program The book allows the student to become familiar with various key terms processes and functions of Excel and effectively gives them hands on training by creating an actual spreadsheet through various stages When finished the reader will have a general knowledge of Excel and a foundation for continuance of that knowledge This is not your typical tutorial as it is not designed to teach you everything there is to know about Excel It was written with the idea in mind of showing the student how truly intuitive the program is You will essentially teach yourself upon completion of my book I will show you the basics of Microsoft Excel and will detail how to continue learning even after you have finished

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