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Annette Easton,Randy Nordell



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GO! with Microsoft Office 365, Excel 2019 Comprehensive Shelley Gaskin,Alicia Vargas,2019-03 For over 17 years instructors have relied upon the GO series to teach Microsoft Office successfully The series uses a project based approach that clusters learning objectives around projects rather than software features so students can practice solving real business problems Gaskin uses easy to follow Microsoft Procedural Syntax so students always know where to go on the ribbon she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they are needed Updated to Office 365 GO with Microsoft Office 365 Excel 2019 Comprehensive adds tips for Mac users revised instructional projects and improved coverage of the what why and how of skills application Publisher's web page

Exploring Microsoft Office Excel 2016 Comprehensive Mary Anne Poatsy,Keith Mulbery,Jason Davidson,Robert Grauer,2016-03-23 This book offers full comprehensive coverage of Microsoft Excel Beyond point and click The goal of the Exploring series is to move students beyond the point and click to understanding the why and how behind each skill And because so much learning takes place outside of the classroom this series provides learning tools that students can access anywhere anytime Students go to college now with a different set of skills than they did years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everyone needs to know Also available with MyITLab MyITLab R is an online homework tutorial and assessment program designed for Information Technology IT courses which engages students and improves results HTML5 Simulation exercises and Live in Application Grader projects come with the convenience of auto grading and instant feedback helping students learn more quickly and effectively Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies keeping them motivated and focused on their future careers MyITLab builds the critical skills needed for college and career success Note You are purchasing a standalone product MyITLab does not come packaged with this content Students if interested in purchasing this title with MyITLab ask your instructor for the correct package ISBN and Course ID Instructors contact your Pearson representative for more information *New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive* Patrick Carey,2019-07-15 Develop the Microsoft Office 365 and Excel 2019 skills students need to be successful in college and beyond with the emphasis on critical thinking problem solving and in depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 EXCEL 2019 COMPREHENSIVE Updated with all new case scenarios this edition clearly applies the skills students are learning to real world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers NEW PERSPECTIVES MICROSOFT OFFICE 365 EXCEL 2019 COMPREHENSIVE demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success In addition MindTap and updated SAM Skills Assessment Manager online resources are available to guide

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Beginning Excel, First Edition Barbara Lave,Diane Shingledecker,Julie Romey,Noreen Brown,Mary Schatz,2020 This is the first edition of a textbook written for a community college introductory course in spreadsheets utilizing Microsoft Excel second edition available <https://openoregon.pressbooks.pub/beginningexcel19> While the figures shown utilize Excel 2016 the textbook was written to be applicable to other versions of Excel as well The book introduces new users to the basics of spreadsheets and is appropriate for students in any major who have not used Excel before

Illustrated Microsoft Office 365 & Excel 2016: Comprehensive Elizabeth Eisner Reding,Lynn Wermers,2016-01-15 ILLUSTRATED MICROSOFT OFFICE 365 EXCEL 2016 COMPREHENSIVE engages both computer rookies and today s pros as this edition guides readers in thoroughly mastering advanced Microsoft Excel 2016 skills Praised for its concise focused approach and user friendly format this book like all others in the Illustrated Series incorporates a hallmark two page layout that allows readers to see an entire task in one view Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full color screens that reflect exactly what readers should see on their own computers Each module begins with a brief overview of the lesson s principles and introduces a case study for further application to ensure readers gain a complete understanding of Microsoft Excel 2016 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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two pages Step by step instructions are aligned with full size screens image to guide students as they progress through each new skill No matter what device they are using desktop or tablet or their current skill level students will learn what they need to get started quickly

Illustrated Microsoft Office 365 & Office 2019 Introductory David Beskeen,Carol Cram,Elizabeth Eisner Reding,Jennifer Duffy,Lisa Friedrichsen,Lynn Wermers,2019-03-18 Now students can master the nuances of Microsoft Office quickly with ILLUSTRATED MICROSOFT OFFICE 365 OFFICE 2019 INTRODUCTORY part of today s popular Illustrated Series This focused user friendly approach uses a proven two page layout that allows students to work through an entire task without turning the page Clear Learning Outcomes outline the skills for each lesson while large full color screen images reflect exactly what students see on their own computers Each module begins with a brief overview of the principles covered in the lesson and introduces a real world case scenario to engage students and reinforce critical skills to make them successful in their educational and professional careers In addition MindTap and updated SAM Skills Assessment Manager online resources are available to guide additional study and ensure successful results Exploring Microsoft Office 2016 Volume 1 Mary Anne Poatsy,Keith Mulbery,Cynthia Krebs,Lynn Hogan,Eric Cameron,Jason Davidson,Robert Grauer,Linda Lau,Rebecca Lawson,Jerri Williams,2016-01-07 This book covers introductory Microsoft Word Excel Access and PowerPoint with an additional Windows 10 chapter Beyond point and click The goal of the Exploring series is to move students beyond the point and click to understanding the why and how behind each skill And because so much learning takes place outside of the classroom this series provides learning tools that students can access anywhere anytime Students go to college now with a different set of skills than they did years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everyone needs to know Also available with MyITLab MyITLab R is an online homework tutorial and assessment program designed for Information Technology IT courses which engages students and improves results HTML5 Simulation exercises and Live in Application Grader projects come with the convenience of auto grading and instant feedback helping students learn more quickly and effectively Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies keeping them motivated and focused on their future careers MyITLab builds the critical skills needed for college and career success Note You are purchasing a standalone product MyITLab does not come packaged with this content Students if interested in purchasing this title with MyITLab ask your instructor for the correct package ISBN and Course ID Instructors contact your Pearson representative for more information

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