



Microsoft Excel 2010 on Demand

By Steve Johnson, Inc. Perspection

Pearson Education (US), United States, 2010. Paperback. Book Condition: New. 230 x 190 mm. Language: English . Brand New Book. What you need, when you need it! Need answers quickly? Microsoft Excel 2010 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Includes Workshops MCAS Exam Prep More than 500 Essential Excel Tasks Inside the Book * Create workbooks more efficiently using the improved Ribbon interface * Use data-analysis tools and techniques for better decision making * Use organizing, processing, and presenting tools to create and analyze data * Integrate data from external sources and add hyperlinks * Use conditional formatting and Sparklines to visualize results * Add impact to your data with PivotTable and PivotChart reports * Organize information and add impact with clip art, SmartArt diagrams, tables, and charts * Use SharePoint to collaborate and share documents * Use the Excel Web App to view and edit documents in a browser * Prepare for the Microsoft Certified Application Specialist (MCAS) exam Bonus Online Content Register your book at to gain access to: * Workshops and related files * Keyboard shortcuts.



READ ONLINE
[9.22 MB]

Reviews

A top quality publication and also the font employed was interesting to learn. It is really simplistic but excitement within the fifty percent from the book. Its been designed in an remarkably basic way in fact it is only following i finished reading this pdf where in fact changed me, modify the way i believe.

-- Rachel Stiedemann

A brand new e book with a new perspective. I could comprehend every little thing using this written e publication. I am quickly will get a satisfaction of reading through a written ebook.

-- Clemmie Rolfson