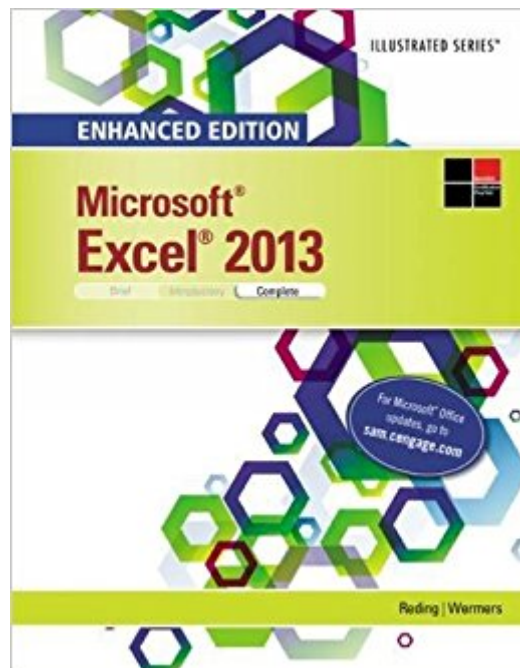




The book was found

Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions)



Synopsis

Whether you're a computer rookie or hot shot, you can master Microsoft Excel 2013 applications quickly with this new book in the acclaimed Illustrated Series -- ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows you to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what you should see on your own computer. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. MindTap[®], SAM and other resources further strengthen your understanding of the latest features in MS Access 2013.

Book Information

Series: Microsoft Office 2013 Enhanced Editions

Paperback: 560 pages

Publisher: Course Technology; 1 edition (April 16, 2015)

Language: English

ISBN-10: 1305501241

ISBN-13: 978-1305501249

Product Dimensions: 0.8 x 8.2 x 10.5 inches

Shipping Weight: 2.2 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars 1 customer review

Best Sellers Rank: #60,015 in Books (See Top 100 in Books) #54 in [Books > Computers & Technology > Software > Microsoft > Microsoft Excel](#) #77 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #78 in [Books > Computers & Technology > Business Technology > Software > Spreadsheets](#)

Customer Reviews

#1 Best Seller: Unstoppable with Reding/Wermers's *Enhanced Microsoft Excel 2013: Illustrated Complete*

[View larger](#) [View larger](#) [View larger](#) [View larger](#)

Enhanced Microsoft Excel 2013: Illustrated Complete &

Enhanced Microsoft Excel 2013: Illustrated Complete help you avoid typical errors. Text highlights common mistakes and cautions you with special features and helpful warnings as part of the book's step-by-step directions. Easy-to-follow 2-page lessons. This proven,

focused visual approach keeps you focused and actively learning important skills in Excel 2013. Skills for this course and beyond. You learn how to use MS Excel 2013, including creating worksheets, using formulas and functions, and creating charts. Use the text as a future reference. With clear explanations and examples, the text will become an edition you will reference during and after your course.

Be Confident with MindTap!

[View larger](#)

[View larger](#)

[View larger](#)

[View larger](#)

Make it count.

The more time spent in MindTap, the better the results.

Using MindTap throughout your course matters.

Students using apps perform better on

assignments.

SAM Helps You Master Microsoft Office and Computer Concepts

[View larger](#)

[View](#)

[larger](#)

[View larger](#)

[View larger](#)

Go from Office user to Office expert. SAM

Skills Assessment Manager is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades. Navigate easily from day one. SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go. See how Office is used in the real world. SAM training and assessments simulate the real MS Office environment, which will prepare you for more workplace success. Set yourself up for better grades. Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

Elizabeth Eisner Reding has authored many books for Delmar and Course Technology on a variety of software programs, including Adobe Photoshop, Microsoft Office, and Microsoft Publisher. Living in New Mexico with her husband, she spends her free time grilling, water gardening, road and mountain biking, and collecting Southwestern art. Lynn Wermers is a Professor in the Computer Science Department at North Shore Community College in Massachusetts where she teaches MS Office and web development courses. She also teaches part-time in the Math Department for the School of College of Professional Studies at Northeastern University. Ms. Wermers has authored numerous leading books that focus on Excel for Cengage Learning.

Easy to follow with the college course it took.

[Download to continue reading...](#)

Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions)
Enhanced Microsoft Excel 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) New
Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition (Microsoft Office 2013
Enhanced Editions) Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced
Editions) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013
Enhanced Editions) Enhanced Microsoft Access 2013: Illustrated Complete (Microsoft Office 2013
Enhanced Editions) Enhanced Microsoft Word 2013: Illustrated Complete (Microsoft Office 2013
Enhanced Editions) Enhanced Microsoft Access 2013: Comprehensive (Microsoft Office 2013
Enhanced Editions) Excel: Complete Beginner's Guide to Mastering Excel and Increasing
Productivity (Excel, Microsoft Office Book 1) Microsoft Office Productivity Pack: Microsoft Excel,
Microsoft Word, and Microsoft PowerPoint Your Office: Microsoft Excel 2016 Comprehensive (Your
Office for Office 2016 Series) Microsoft Office 365 Home and Business | iPhone Microsoft Office
365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone
Using Full Course Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series)
Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series)
Spreadsheets: Using Microsoft Excel 97 or Microsoft Office 97 (Software Guides) Illustrated
Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Your Office:
Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Illustrated Microsoft
Office 365 & Excel 2016: Comprehensive Illustrated Microsoft Office 365 & Excel 2016:
Introductory, Loose-leaf Version Excel Basics In 30 Minutes (2nd Edition): The quick guide to
Microsoft Excel and Google Sheets

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)