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New Perspectives On Microsoft Excel 2010 Introductory New Perspectives Series Individual Office Applications

**June Jamrich Parsons, Dan Oja, Roy
Ageloff, Patrick Carey**



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New Perspectives on Microsoft Excel 2010, Introductory June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey, 2010-08-19 With the New Perspectives critical thinking problem solving approach students will gain a comprehensive understanding of MICROSOFT OFFICE EXCEL 2010 and will learn how to take advantage of the flexibility it offers Case based tutorials challenge students to apply what they are learning to real life tasks preparing them to easily transfer skills to new situations With New Perspectives students understand why they re learning what they re learning and are better situated to retain skills beyond the classroom Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Microsoft Office 2010 for Windows** Steve Schwartz, 2010-06-07 Visual QuickStart Guides designed in an attractive tutorial and reference format are the quickest easiest and most thorough way to learn applications tasks and technologies The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone Visually presented with copious screenshots the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn Microsoft Office 2010 for Windows Visual QuickStart Guide written by best selling author Steve Schwartz has been extensively rewritten to provide expanded coverage of the core Office applications Word Excel PowerPoint and Outlook and also provides a thorough introduction to the Office Web Apps Coverage of each application is jam packed with information and tips that not only explain HOW to perform a task but WHY you need this procedure and WHEN it s best to use it Microsoft Office for Windows Visual QuickStart Guide provides in depth instructions on many of the new features and changes introduced in Office 2010 such as the following Office wide features Backstage File tab customizing the Ribbon and Quick Access Toolbar Paste Preview image editing tools screen clippings Office Web Apps Word Navigation Pane searching for graphics and tables text effects contextual spell checking Excel Sparklines cell based charts new conditional formatting options PowerPoint Reading View presentation sections Animation Painter tool video editing tools comparing and combining presentations creating videos from presentations broadcasting presentations on the Web Outlook Using and finding commands in the new Ribbon interface working with Conversation view creating Quick Step macros Steve Schwartz is uniquely qualified and readers benefit from his 30 years of experience as a software expert technical support director magazine editor and writer Steve has written almost 60 books many on Office and other Microsoft products and has been using Office since the first version Although this book is geared toward the beginning through intermediate user Steve won t waste your time with pages of stories and analogies before actually discussing the topic at hand Each page is clearly focused on the needs of the reader In fact Steve s guiding principal in creating this and his many other Visual QuickStart Guides is The Three C s The material must be clear concise and correct Thumb through a copy today and find out why this is the quickest and easiest way to learn Microsoft Office 2010 Table of Contents Part I Getting Started Chapter 1 What s New in Office 2010 Chapter 2 Office Basics Chapter 3

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Pro SharePoint 2010 Administration Robert Garrett, 2012-01-28 Pro SharePoint 2010 Administration is a practical guide to SharePoint 2010 for intermediate to advanced SharePoint administrators and power users covering the out of the box feature set and capabilities of Microsoft's collaboration and business productivity platform SharePoint 2010 is an incredibly complex product with many moving parts new features best practices and gotchas Author Rob Garrett distills SharePoint's portfolio of features capabilities and utilities into an in depth professional guide with no fluff and copious advice that is designed from scratch to be the manual Microsoft never wrote Starting with a detailed deployment and initial configuration walkthrough the book covers all major feature areas including document management social computing metadata management and administration You'll also learn about planning for capacity backup administration and disaster recovery business intelligence monitoring and more Unlike other books Pro SharePoint 2010 Administration covers all elements of the product but has a specific emphasis on features new and enhanced in the 2010 release Pro SharePoint 2010 Administration is the only book you'll need as you set out to deploy and administer SharePoint 2010 *New Perspectives on Microsoft Excel 2010: Comprehensive* June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey, 2010-10-21 With the New Perspectives critical thinking problem solving approach students will gain a comprehensive understanding of MICROSOFT OFFICE EXCEL 2010 and will learn how to take advantage of the flexibility it offers Case based tutorials challenge students to apply what they are learning to real life tasks preparing them to easily transfer skills to new situations With New Perspectives students understand why they're learning what they're learning and are better situated to retain skills beyond the classroom 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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same as the application Additional projects throughout the book help users comprehend how a task is applied on the job

New Perspectives on Microsoft Excel 2010 Patrick Carey,2010-08-14 With the New Perspectives critical thinking problem solving approach students will gain a comprehensive understanding of Microsoft Excel 2010 and will learn how to take advantage of the flexibility it offers Case based tutorials challenge students to apply what they are learning to real life tasks preparing them to easily transfer skills to new situations With New Perspectives students understand why they re learning what they re learning and are better situated to retain skills beyond the classroom **Excel 2010 - Business Basics & Beyond**

Chris Smitty Smith,2012-12-01 Microsoft Excel is one of the most powerful tools a business owner manager or new employee has at their disposal and this guide teaches how to harness business data and put it to use Using real world examples of a small business in operation the book covers topics such as preparing financial statements how to best display data for maximum impact with formatting tools data tables charts and pivot tables using customer information to create customized letters with mail merge importing data from programs such as QuickBooks calculating the costs of doing business with financial formulas and much more Helpful screenshots are spread throughout the text and the book explains how to find ready made templates online for free *Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software*

Microsoft Official Academic Course,2011-09-21 This MOAC Microsoft Excel 2010 77 882 text best prepares students for the Microsoft Office Specialist exam The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek **New Perspectives on Microsoft Office Excel 14**

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