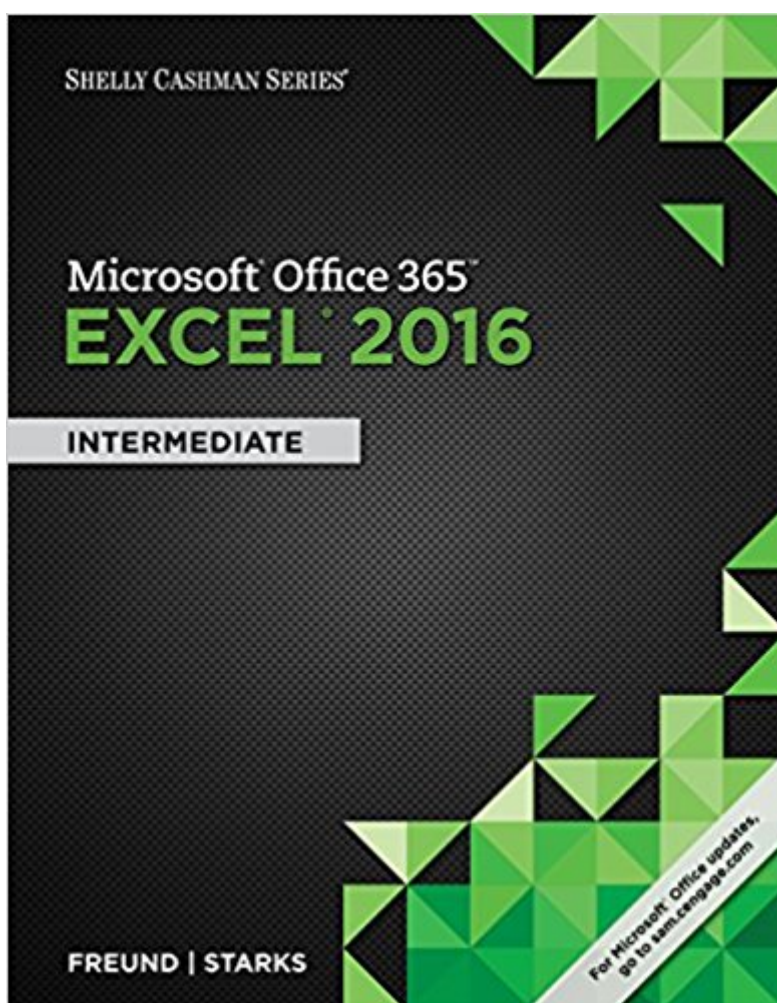The book was found

Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate, Loose-leaf Version

Synopsis

Discover the latest advancements in Microsoft Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE -- the new edition in today's generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE continues the Series' strong history of innovation with a proven learning approach enhanced to address the learning styles of students like you. A trademark step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to engage, improve retention, and prepare you for future success in working with both basic and more advanced Microsoft Excel 2106 skills.

Book Information

Series: Shelly Cashman

Loose Leaf: 432 pages

Publisher: Course Technology; 1 edition (April 15, 2016)

Language: English

ISBN-10: 1337251097

ISBN-13: 978-1337251099

Product Dimensions: 0.8 x 8.8 x 11 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars   2 customer reviews

Best Sellers Rank: #233,220 in Books (See Top 100 in Books)   #69 inÂ Books > Business & Money > Processes & Infrastructure > Office Automation   #130 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Excel   #204 inÂ Books > Computers & Technology > Business Technology > Software > Spreadsheets

Customer Reviews

Steven M. Freund attended the University of Central Florida and serves as a leader instructor of various Microsoft Office, computer concepts, programming, and Internet technology courses throughout Central Florida. An integral author for the successful Shelly Cashman Series since 2001, he has presented at the annual customer conference, the Shelly Cashman Series Institute, as well as other customer events. Mr. Freund has co-authored multiple editions of DISCOVERING COMPUTERS, Mozilla Firefox, Windows Internet Explorer, Windows, Office, and Dreamweaver

books. He has also written numerous successful instructor supplements.Joy L. Starks is a Professor of Computer and Information Technology at Indiana University Purdue University Indianapolis. She has written chapters in several of the Shelly Cashman Series Office books and authored the Photoshop, Java Programming, and Microsoft Publisher series of books. In addition to speaking engagements, she hosts the nationally-renowned Tech Camp for Teachers on the IUPUI campus each summer.For over 15 years, Mr. Schmieder has served as a computer technology instructor in adjunct and full-time capacities in curriculum instruction, corporate training, continuing education, economic and workforce development, professional development, small business, and webmaster certificate programs throughout North Carolina. His classroom instruction has served students at NC State University and many schools in the NC Community College System. He is a member of the NC Computer Instructors Association (NCCIA), NC Community College Faculty Association (NCCCFA), Textbook and Academic Authors Association (TAA), and US Distance Learning Association (USDLA). He holds certifications as a Microsoft Certified Trainer and Microsoft Office Master Specialist and is a regular presenter at local and national conferences.

Explains things goid. Got here fast. Great cinditio

If your office installs Microsoft Office 2016, this is the book for you. The software is brand new and the book is totally new.With seven modules, 432 pages, you learn: Office 2016, Windows 10, creating a worksheet and a chart, formulas, functions and formatting, working with large worksheets, charting, what-if analysis, financial functions, data tables, amortization schedules, working with multiple worksheets, workbooks, creating, sorting, querying a table, creating templates, importing data, working with SmartArt, images, screenshots.This is the Intermediate edition.I have used Freund/Starks Excel 2013 book for many years, in my one-credit course at a local College. Students major in Liberal Arts, Social Science, Math, Political Science, Psychology, Nursing, and a few in Business. Did they do a good job? With the step-by-step outline of this book, yes they did. Many are working in offices using Excel.

Download to continue reading...

Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive Bundle: New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Shelly Cashman Series Microsoft

Office 365 & Office 2016: Advanced Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version Illustrated Microsoft Office 365 & Excel 2016: Introductory, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Excel: Complete Beginnerâ ™s Guide to Mastering Excel and Increasing Productivity (Excel, Microsoft Office Book 1)