

## Easy Microsoft Excel 2010 (UK Edition) (Paperback)

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## Reviews

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## EASY MICROSOFT EXCEL 2010 (UK EDITION) (PAPERBACK)



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Pearson Education (US), United States, 2010. Paperback. Condition: New. United Kingdom ed. Language: English . Brand New Book. The easy, visual, full-color guide to Excel 2010: simply thefriendliest introduction for every beginner! Degrees 100+ hands-on, step-by-step tasks show novices and inexperienced upgraders theeasiest, fastest, most direct way to accomplish common tasks Degrees Written by an experienced Microsoft Excel trainer and author Degrees Fully revamped for Excel 2010 s most powerful new tools and features Degrees Large typeface improves readability and appeals to senior readers ignored by mostcomputer booksSummaryThis year, millions of beginner-to-intermediate-level users will be searching forthe easiest possible way to master Excel 2010 s new features - and, with EasyMicrosoft Excel 2010 , they II find exactly what they re looking for. Thisfullcolor,utterly simple, step-by-step book has been carefully crafted to provideinstant access to the 100+ tasks they II find most useful and valuable. As withall books in the Easy series, it s designed to teach visually: readers never have towork their way through lengthy text explanations. Its large typeface makes iteven more accessible to all readers - especially senior readers whose needs aredisregarded by most computer books.Written by an experienced Microsoft Excel trainer and author, Easy MicrosoftExcel 2010 walks readers through the easiest, fastest, most direct proceduresfor getting the results they re looking for.Coverage includes: getting started fast;managing, viewing, and editing workbooks; formatting data; using formulas,functions, charts, and graphics; analyzing data; printing; and even advancedtechniques. Along the way, readers will learn how to make the most of many ofExcel 2010 s most powerful innovations, such as Sparklines and the Excel WebApp.

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