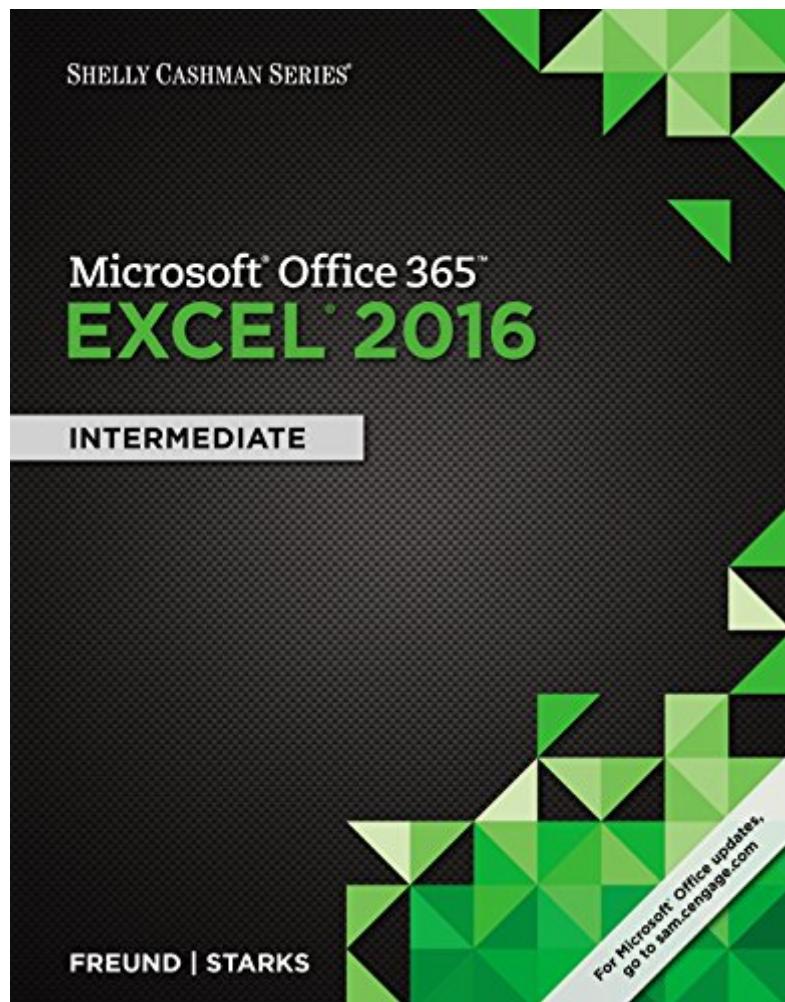


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# Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate



## **Synopsis**

Discover the latest advancements in Microsoft Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE -- the new edition in todayâ™s generation of 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 Seriesâ™ history of innovation with a proven learning approach enhanced to address the learning styles of todayâ™s readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to engage readers, improve retention, and prepare future and current professionals for future success with basic and advanced Microsoft Excel 2016 skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## **Book Information**

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## **Customer Reviews**

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.

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