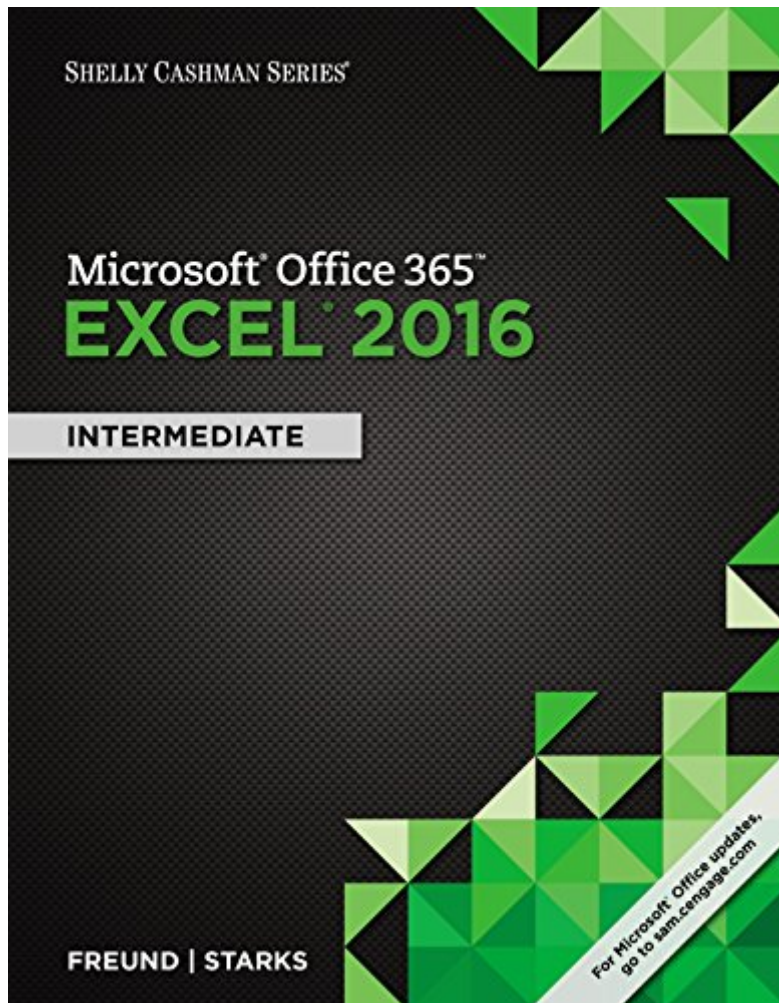


The book was found

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 today'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 Series's history of innovation with a proven learning approach enhanced to address the learning styles of today'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 professional 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

File Size: 81081 KB

Print Length: 592 pages

Publisher: Cengage Learning; 001 edition (April 14, 2016)

Publication Date: April 14, 2016

Language: English

ASIN: B01GP8HTWW

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #401,194 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #28

in Kindle Store > Kindle eBooks > Business & Money > Skills > Office Automation #49 in Books > Business & Money > Processes & Infrastructure > Office Equipment & Supplies #121 in Books > Business & Money > Processes & Infrastructure > Office Automation

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.

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

Bundle: Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and ... MindTap Reader Multi-Term Printed Access Card Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Comprehensive 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) Microsoft Excel 2013: Introductory (Shelly Cashman Series) Microsoft Excel 2013: Complete (Shelly Cashman Series)

[Dmca](#)