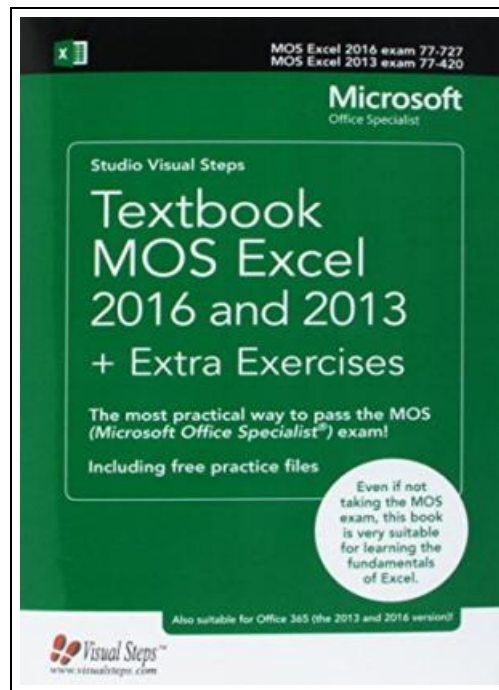


Textbook MOS Excel 2016 and 2013 + Extra Exercises: The most practical way to pass the MOS (Microsoft Office Specialist) exam! (Paperback)



Filesize: 8.34 MB

Reviews

This book may be worth purchasing. It typically fails to expense excessive. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Ken Watsica)

TEXTBOOK MOS EXCEL 2016 AND 2013 + EXTRA EXERCISES: THE MOST PRACTICAL WAY TO PASS THE MOS (MICROSOFT OFFICE SPECIALIST) EXAM! (PAPERBACK)

[DOWNLOAD](#)

Visual Steps Publishing, 2018. Paperback. Condition: New. Language: English . Brand New Book. Excel is a calculation program, also called a spreadsheet program . Working in Excel is actually like working on a large sheet of graph paper. You can type something in each square (cell). This can be a number, text or date, but also an underlying formula which allows you to perform calculations automatically. Not only can you calculate figures with Excel, you can also select, sort and arrange them. It is therefore an ideal program to create summaries with calculations or to organize lists with data. The step by step instructions and examples in the book will help you learn to use the program in the most efficient manner. With the additional exercises included in this coursebook you can train yourself to become even more proficient in Excel. After working through the book you have the opportunity to take the Microsoft Office Specialist ® (MOS) exam. Upon successful completion of this exam, you will receive an official certificate. This is a document that can be important in the workplace and a plus on your resume. For optimal exam preparation various additional materials are available, such as an ample assortment of practice files. With this complete package you have the best possible preparation for the MOS exam. Even if you are not going to do the exam, these books form an ideal package for learning how to work with Excel. Some of the topics: Work with basic functions Use formulas and series Create tables and charts Analyzing data Use functions for calculations Suitable for: Excel 2016 and 2013 or Excel from the Office 365 subscription service.



[Read Textbook MOS Excel 2016 and 2013 + Extra Exercises: The most practical way to pass the MOS \(Microsoft Office Specialist\) exam! \(Paperback\) Online](#)



[Download PDF Textbook MOS Excel 2016 and 2013 + Extra Exercises: The most practical way to pass the MOS \(Microsoft Office Specialist\) exam! \(Paperback\)](#)

Other eBooks



A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half

Createspace, United States, 2014. Paperback. Book Condition: New. 251 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.The ultimate learn-by-doing approachWritten for beginners, useful for experienced developers who want to...

[Read eBook >](#)



Environments for Outdoor Play: A Practical Guide to Making Space for Children (New edition)

SAGE Publications Ltd. Paperback. Book Condition: new. BRAND NEW, Environments for Outdoor Play: A Practical Guide to Making Space for Children (New edition), Theresa Casey, 'Theresa's book is full of lots of inspiring, practical, 'how...

[Read eBook >](#)



Hope for Autism: 10 Practical Solutions to Everyday Challenges

Seaborough Enterprises Publishing, United States, 2015. Paperback. Book Condition: New. Initial ed.. 203 x 127 mm. Language: English . Brand New Book ***** Print on Demand *****. Hope for Autism: 10 Practical Solutions to Everyday...

[Read eBook >](#)



A Smarter Way to Learn JQuery: Learn It Faster. Remember It Longer.

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.Youre going to get the hang of jQuery in less...

[Read eBook >](#)



Weebies Family Halloween Night English Language: English Language British Full Colour

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Children s Weebies Family Halloween Night Book 20 starts to teach Pre-School and...

[Read eBook >](#)