



Picture Yourself Learning Microsoft Excel 2010: Step-by-Step

By Jennifer Fulton, Laurie Fuller, Jeffery A. Riley, Deidre Hayes, Diane Koers

Cengage Learning, Inc. Paperback. Book Condition: new. BRAND NEW, Picture Yourself Learning Microsoft Excel 2010: Step-by-Step, Jennifer Fulton, Laurie Fuller, Jeffery A. Riley, Deidre Hayes, Diane Koers, This book is a guide to the features of Microsoft Excel, one of the key products of the Microsoft Office suite. It includes step-by-step instructions and visual aides that help the reader to easily learn the software. Picture Yourself Learning Microsoft Excel 2010 teaches the latest version of Microsoft Excel by following along in a four-color, highly visual format. Readers will develop the skills needed to complete a multitude of tasks, such as working with formulas, filtering and sorting data, working with charts, and much more.

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