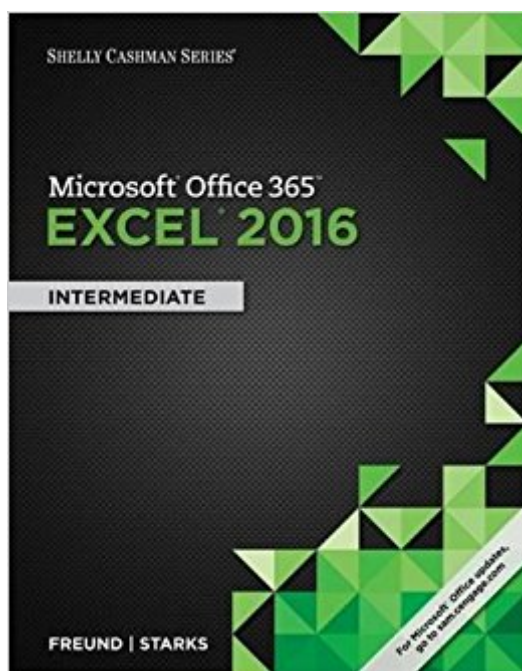


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# Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate



## Synopsis

Discover the latest advancements in Microsoft Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE -- the new edition in today's generation of acclaimed 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' strong history of innovation with a proven learning approach enhanced to address the learning styles of students like you. A trademark step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to engage, improve retention, and prepare you for future success in working with both basic and more advanced Microsoft Excel 2106 skills.

## Book Information

Series: Shelly Cashman

Paperback: 592 pages

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screen-by-screen approach introduces key skills The visual approach presents explanatory and navigational information as you need to know it. The text addresses the needs of all learning styles to help you retain and apply both basic and more advanced skills in your personal and professional life. End-of-module activities reinforce key intermediate skills. These activities provide a variety

of reinforcement opportunities for you to apply and expand your basic and more advanced Microsoft Excel 2016 skills. Advanced use of the quick analysis gallery. Analyzing data is now easier than ever in Microsoft Excel 2016, as you learn how to best use this contextual tool and its single-click access. Real tools for real life. You learn from step-by-step project instructions that divide complex tasks into smaller, easy-to-understand steps.

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Steven M. Freund attended the University of Central Florida and serves as a leader instructor of various Microsoft Office, computer concepts, programming, and Internet technology courses throughout Central Florida. An integral author for the successful Shelly Cashman Series since 2001, he has presented at the annual customer conference, the Shelly Cashman Series Institute, as well as other customer events. Mr. Freund has co-authored multiple editions of DISCOVERING COMPUTERS, Mozilla Firefox, Windows Internet Explorer, Windows, Office, and Dreamweaver books. He has also written numerous successful instructor supplements. Joy L. Starks is a Professor of Computer and Information Technology at Indiana University Purdue University Indianapolis. She has written chapters in several of the Shelly Cashman Series Office books and authored the Photoshop, Java Programming, and Microsoft Publisher series of books. In addition to speaking engagements, she hosts the nationally-renowned Tech Camp for Teachers on the IUPUI campus

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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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