

Illustrated Course Guide: Microsoft Excel 2013 Intermediate

By Lynn Wermers



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Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses.



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Review

Unit F: Manage Workbook Data. Unit G: Use Tables. Unit H: Analyze Table Data. Unit I: Automate Worksheet Tasks. Unit J: Enhance Charts. Unit K: Use What If Analysis.

About the Author

Lynn Wermers is a Professor in the Computer Science Department at North Shore Community College in Massachusetts where she teaches MS Office and web development courses. She also teaches part-time in the Math Department for the School of College of Professional Studies at Northeastern University. Ms. Wermers has authored numerous leading books that focus on Excel for Cengage Learning.

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