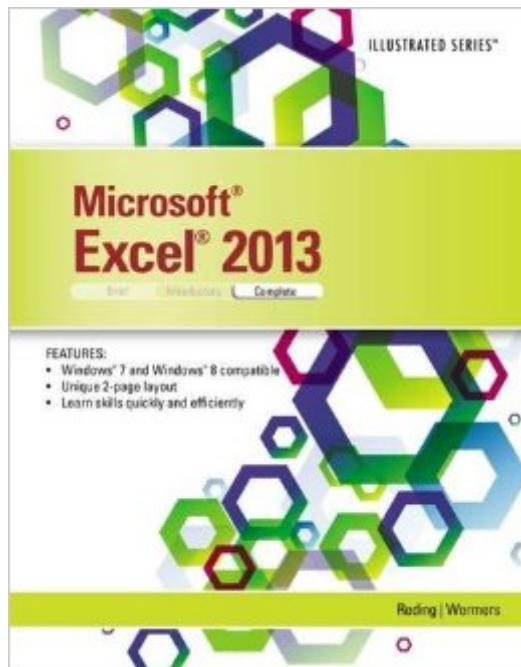


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# Microsoft Excel 2013: Illustrated Complete



## **Synopsis**

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT EXCEL 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application.

## **Book Information**

Series: Illustrated

Paperback: 520 pages

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Product Dimensions: 10.7 x 8.4 x 0.8 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 starsÂ  See all reviewsÂ  (12 customer reviews)

Best Sellers Rank: #90,552 in Books (See Top 100 in Books) #68 inÂ  Books > Computers & Technology > Software > Microsoft > Microsoft Excel #102 inÂ  Books > Computers & Technology > Business Technology > Software > Spreadsheets #109 inÂ  Books > Textbooks > Computer Science > Graphics & Visualization

## **Customer Reviews**

Very user friendly and easy to follow. Clear and understandable directions. I would however NOT recommend this book if you are using Excel 2010. I was told by instructors that I could use the 2010 Excel with this for the course. I tried and it was too far off...had to download a trial of Office 2013 to get through the class. Also, this book is geared towards using with Windows 8. I use Windows 7 and got tired of the book continually referencing "touch" and "swipe" on top of "click"....I am giving this 3 stars for this reason. Otherwise, the book was a good tool for learning either online or on your own. My one tip with this book would be "read every little line carefully". There is a lot of information crammed in to a small book. This book is used for Excel I, II and III. It gets more difficult and harder to follow near the end of the book. I plan on keeping this book to use for a reference even after I

finish the courses. I just wish the author had made one book for use with Windows 7 and one for use with Windows 8 and did away with trying to cram them both in one book.

Product was as described. The information within makes learning Excel very easy. I'm using it for a class in the fall so it should go smoothly with such a fine book. Packaging was top-notch, with it being done meticulously. Even though the package was crushed on one corner (USPS fault), the packaging from the seller protected the product. Would buy again from this seller.

I bought this book for a college course however, you can go through the book on your own! It is very well written, easy to understand, and even fun to learn all the new Excel tools!

The book is in new condition . I love it! However, the rental period is two weeks shorter than my semester so I will have to pay more for an Ezra 2 weeks. That was frustratingÃÂ ÃÂ^ÃÂ§

I was very pleased with the final out come, was a little late arriving, however, I was pleased with the final outcome. Thank you so much!

only use the excel portion, great explanations and and great practice problems

This is just what I needed and for a great price!

Great value and savings. Thank you, .

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