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programs, Microsoft Office 365, and Microsoft SharePoint. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam 77-420: Microsoft Excel 2013. See Also. For information about the tasks you are likely to be required to demonstrate in Exams 77-427 and 77-428: Microsoft Excel 2013 Expert, see . MOS 2013 Study Guide for Microsoft Excel Expert

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The Beginner Level Microsoft Office Excel 2013 course is a comprehensive guide and features key topics that will be explored through the modules. You will learn how to create a basic worksheet, create

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formulas, insert functions, check a worksheet, and print workbook contents.

Microsoft Office Excel 2013 – Beginner Level - Study 365

More advanced notes (Advanced Spreadsheet Topics Using Microsoft Excel) are also available.

Opening the Example File Log into an IT Lab PC as usual and start up Excel 2013: 1. Click on the Start button, choose All Programs then Microsoft Office 2013 and Excel 2013 2. Click on Open Other Workbooks (or you can use <Ctrl o>) then Computer and [Browse] 3.

Microsoft Excel 2013 An Intermediate Guide

cover the fundamental usage of Excel but also include many hints and tips. Starting Excel To start up the program: 1. Click on the Windows Start button 2. Choose All Programs then Microsoft Office 2013 followed by Excel 2013 Tip: To create a shortcut on the Desktop, right click on Excel 2013 then choose Send To followed by Desktop (create shortcut). You'll then be able to load Excel using the icon on the Desktop.

Microsoft Excel 2013 A Beginners' Guide

Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions.

Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

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MOS 2013 Study Guide for Microsoft Excel Expert is designed for experienced Excel users seeking Microsoft Office Specialist Expert certification in Excel 2013. This certification requires that the candidate pass two exams. This book covers the objectives of both exams. MOS exams for individual programs are practical rather than theoretical.

MOS 2013 Study Guide

Microsoft Excel is the industry leading spreadsheet program, a powerful data visualization and analysis tool. Take your analytics to the next level with Excel. ... Previous versions include Excel 2016, Excel 2013, Excel 2010, Excel 2007, and Excel 2003.

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Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

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This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-looking spreadsheets for a variety of purposes and situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical (financial, statistical, etc.) reports, creating forms, graphing, processing data, reporting, technical support, trending and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students task-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as accounting, office administration, consulting, as executives and managers, help desk personnel, instructors/trainers, program/project managers, and sales careers.

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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

Presents information to practice and prepare for the Microsoft Office Specialist Excel 2013 certification, covering each MOS objective, offering detailed procedures, and providing practice files.

Microsoft Excel 2013 is part of the Microsoft Office Suite package. The software is designed to help

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people keep track of accounts, numbers and more through spread sheets. Therefore, this tool helps businesses and individuals alike to manage their assets in an easy way. The 2013 version is one of the latest updates. It includes new features, and it is easy to learn if you already know how to use Excel. A detailed chart of its inner workings would help people understand the programing better.

Get the guide that makes learning Microsoft Excel plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here's **WHAT** You'll Learn Manage your data quickly and efficiently Filter, sort, summarize, and crunch your numbers Use formulas and functions to do the heavy lifting Bring data to life with charts and graphics Share data between Microsoft Office documents Work as a team, online and in the cloud Here's **HOW** You'll Learn It Jump in wherever you need answers Follow easy **STEPS** and **SCREENSHOTS** to see exactly what to do Get handy **TIPS** for new techniques and shortcuts Use **TRY THIS!** exercises to apply what you learn right away

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