



Create and Use Spreadsheets: Microsoft Excel 2013

By Tilde Skills

Tilde Publishing, Australia, 2014. Paperback. Book Condition: New. New.. 292 x 210 mm. Language: English . Brand New Book. Tilde skills Create and Use Spreadsheets - Microsoft Excel 2013 contributes directly to achieving the unit of competency BSBITU202A Create and use spreadsheets in the Business Services Training Package (BSB07). This book would be of interest to those undertaking a first course in spreadsheet tasks. Key features of this book include:* exploring the new Microsoft Excel 2013 environment;* creating, producing and finalising simple spreadsheets with charts;* providing a calculations-first approach which integrates formatting and organising data at appropriate times;* supplying 81 hands-on exercises, 16 consolidation tasks, 1 workplace scenario, 3 skills challenges and 3 assessment tasks to bring skills together; plus* supplying additional appendix material on shortcut keys, saving to PDF Help.

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