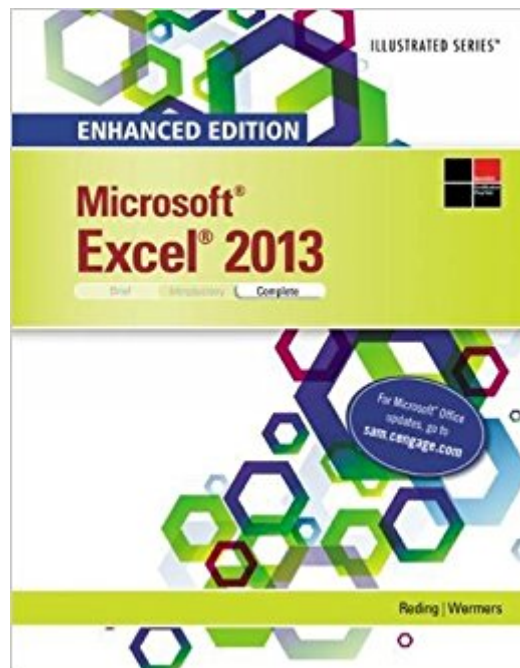




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# Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions)



## Synopsis

Whether you're a computer rookie or hot shot, you can master Microsoft Excel 2013 applications quickly with this new book in the acclaimed Illustrated Series -- ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows you to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what you should see on your own computer. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. MindTap<sup>®</sup>, SAM and other resources further strengthen your understanding of the latest features in MS Access 2013.

## Book Information

Series: Microsoft Office 2013 Enhanced Editions

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Elizabeth Eisner Reding has authored many books for Delmar and Course Technology on a variety of software programs, including Adobe Photoshop, Microsoft Office, and Microsoft Publisher. Living in New Mexico with her husband, she spends her free time grilling, water gardening, road and mountain biking, and collecting Southwestern art. 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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