



How to Use Microsoft Excel 2010

Gerard Strong

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This easy to follow book helps employees, students, teachers and parents wanting their children to get a head start in their use of Spreadsheet software.

This book shows you how to use the basic tasks in Microsoft Excel 2010.

This simple step by step tutorial introduces you to the main functions of spreadsheets using Microsoft Excel 2010.

It is suitable for absolute beginners and those looking for a refresher guide into Excel 2010.

The book is divided into clear sections that demonstrate the separate skills that you can follow at your own pace.

The book offers a gradual introduction to the correct vocabulary to ease the learning of the software and improve future communication.

Overview

- o An introduction to the basics of Microsoft Excel 2010.
- o It can be used by professionals, teachers, parents or children.
- o It shows you how spreadsheet may be used in a range of different situations.
- o It is divided in a series of lessons/chapters which you can follow at your own pace.
- o You will need no additional assistance.

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