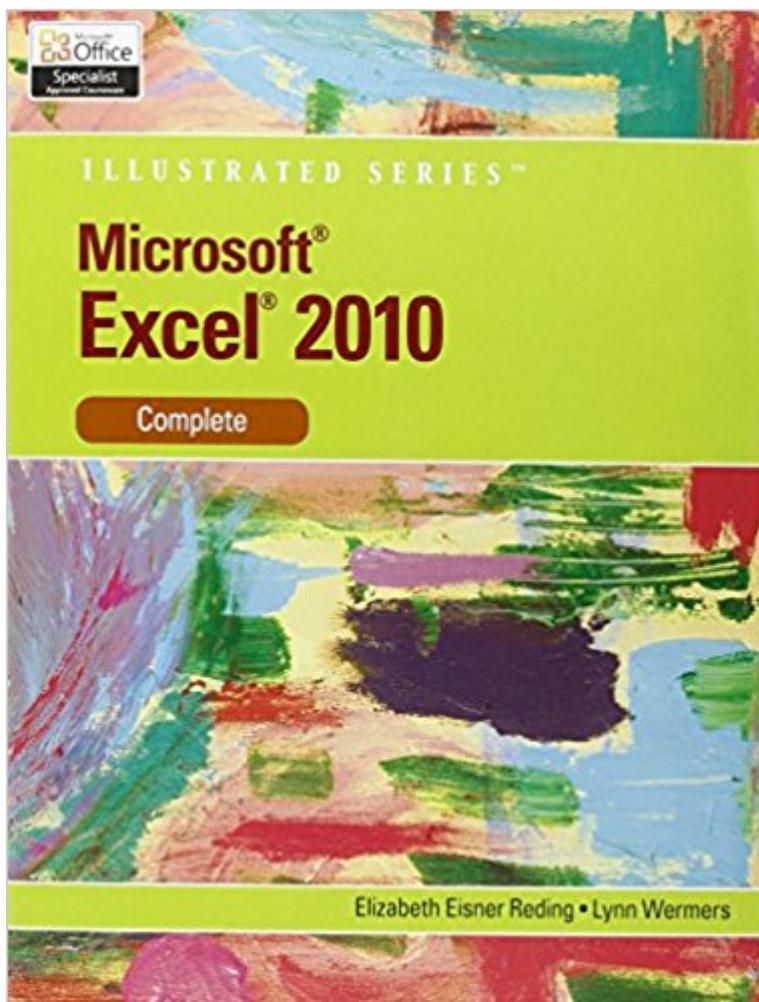


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# Microsoft Excel 2010: Illustrated Complete (Illustrated Series: Individual Office Applications)



## **Synopsis**

Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching MICROSOFT OFFICE EXCEL 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

## **Book Information**

Series: Illustrated Series: Individual Office Applications

Paperback: 560 pages

Publisher: Cengage Learning; 1 edition (September 15, 2010)

Language: English

ISBN-10: 0538747137

ISBN-13: 978-0538747134

Product Dimensions: 10.7 x 8.4 x 0.8 inches

Shipping Weight: 2 pounds

Average Customer Review: 4.0 out of 5 starsÂ See all reviewsÂ (22 customer reviews)

Best Sellers Rank: #285,935 in Books (See Top 100 in Books) #173 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Excel #269 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office #282 inÂ Books > Computers & Technology > Business Technology > Software > Spreadsheets

## **Customer Reviews**

I recently purchased this book as a required text book for a college excel class. Overall, I am happy with the product. Many of the illustrations helped to make clear what buttons were where, and what functions they performed. However, some of the sections were a bit confusing on more complex topics, such as pivot tables, and V-Look ups. It took a few page flips for me to be clear where I should be. The only major negative comment I have about this product, is that the example documents are not included with the text. In class, the instructor uploaded the files to us. If you are purchasing this book, and not a student, the exercises won't be much help to you without the files. You will still have the illustrations to use as a guide, but the examples are nice to have to compliment them.

I was required to buy this book for a class I took. I considered myself an experienced Excel user.

I've worked in accounting for several years and received most of my Excel training on the job. But I still found this text to be informative and helpful. It's nice to have a reference guide for some of the things Excel can do. For example, I personally found the information pertaining to the What-If Analysis and Data Tables to be helpful. I also found that this book was great for helping me brush up with skills that I hadn't utilized in a while.

Why are the font in these example dialog boxes are so small? I am not blind, yet the examples in this book are driving me crazy, I am spending more time making corrections with my nose in the book than I am doing the exercises. Not only that, this book does not give you clear examples. I keep having to search on the internet for things that should be explained in this book. I have never reviewed anything, however this book is so frustrated I just want to scream!!!

I got this book for a class I am taking in school and my professor swears by it. She's right. It's a great book...I'd say its almost like a Bible for Excel! Not only that, but it cost less than the one they were offering at school! Everyone wins!

Great Book! A very detailed, step-by-step trainer. Well written and easy to follow. One of the greatest features is to perform the exercise and be given a illustration to check your results, each exercise is displayed with its finished product.

I have used this book for many years, in a college course. As an instructor, I showed students to download the files. Then they follow the book, step by step. Two students sit side by side. They can resolve most of the issues. They learn by doing it. It is a great book and I recommend it to everyone.

Excellent self help work book to learn Excel, step by step approach and description of methods used in the process. Highly recommend this work book

book was easy to follow and very helpful. The exercises were very helpful throughout the class. The website was also very helpful with the attachments.

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