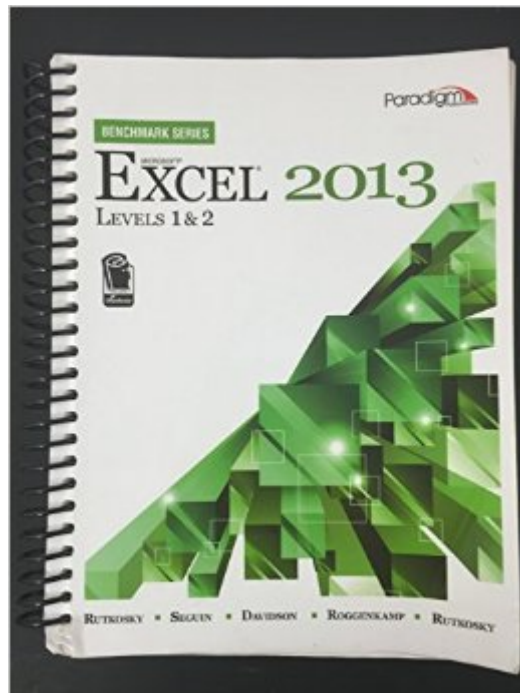


The book was found

Microsoft Excel 2013: Levels 1 And 2: Text With Data Files (Benchmark Series)



Synopsis

With Paradigm's new Benchmark Series: Microsoft Excel 2013 Levels 1 and 2, students build mastery skills in the Excel 2013 application. Its project-based approach creates a realistic context for learning practical skills. Key Features* Teaches key skills for using Windows 8 and Internet Explorer 10.* Mentoring instructional style guides students step-by-step in creating, formatting, and maintaining Excel workbooks for numbers-based data analysis.* Case study assessments of chapter and unit levels test students' abilities to solve problems independently.

Book Information

Series: Benchmark Series

Spiral-bound: 704 pages

Publisher: EMC Paradigm,US (January 30, 2013)

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ISBN-10: 0763853895

ISBN-13: 978-0763853891

Product Dimensions: 8.5 x 1.3 x 11 inches

Shipping Weight: 3.1 pounds

Average Customer Review: 3.9 out of 5 stars [See all reviews](#) (33 customer reviews)

Best Sellers Rank: #51,373 in Books (See Top 100 in Books) #50 in [Books > Computers & Technology > Business Technology > Software > Spreadsheets](#) #296 in [Books > Computers & Technology > Software](#)

Customer Reviews

The book explains how to use Excel 2013 simply, but fully. I am taking it as a college student for certification - required for accounting majors. After written descriptions of the different ways to use Excel 2013, there are a number of projects that incorporate and allow for the practice of what was just learned. The projects include 2 or 3 different methods to accomplish different tasks in Workbooks/Worksheets. The book is easy to follow and makes it easy to learn Excel 2013.

When my package arrived it was packaged very well. Impressive even. When I opened the package I was disappointed at the condition. I would expect when paying the price for a book of \$100.00 and up it should not be a dog eared book. That was a disappointment, I have to iron the book to get the front cover too be straight, and quite a few pages. I feel if there is any damage at all to the book. The seller should not advertise anything other than good condition. And should not charge top dollar for

a book in this condition.

This book breaks excel down in very simple and basic steps and builds on those steps to give the reader a thorough knowledge and grasp of excel. Each chapter has lessons and projects for the student to complete.

False advertised that a CD would come with the book. Right in the Title of the product. Will never get text materials from again.

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