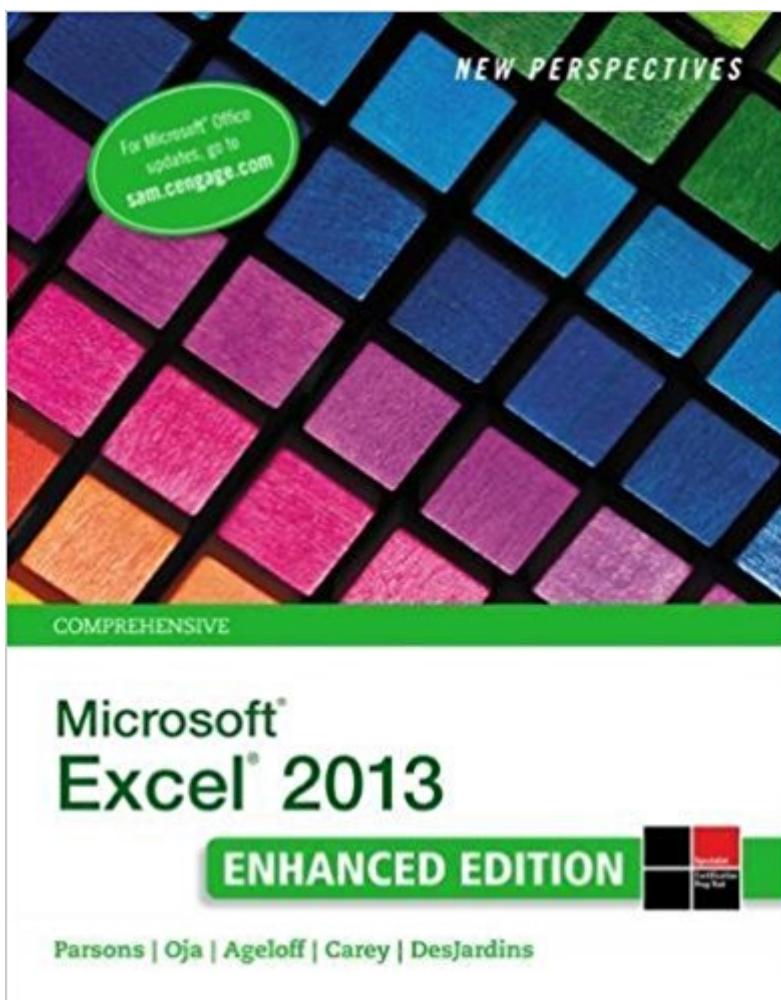


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# New Perspectives On Microsoft Excel 2013, Comprehensive Enhanced Edition (Microsoft Office 2013 Enhanced Editions)



## **Synopsis**

NOTE: This book DOES NOT COME with an Access Code Develop the Microsoft Excel 2013 skills you need for success in college and beyond with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT EXCEL 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps you navigate Windows 8. A wealth of resources, including MindTap® and SAM, provides opportunities to practice skills. Discover success with MS Excel 2013 as NEW PERSPECTIVES MICROSOFT EXCEL 2013 helps you fully understand the value and application of what you're learning.

## **Book Information**

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Managing Your Files. Tutorial 1: Getting Started with Excel. Tutorial 2: Formatting Workbook Text and Data. Tutorial 3: Calculating Data with Formulas and Functions. Tutorial 4: Analyzing and Charting Financial Data. Tutorial 5: Creating Excel Tables, PivotTables, and PivotCharts. Tutorial 6: Managing Multiple Worksheets and Workbooks. Tutorial 7: Developing an Excel Application. Tutorial 8: Working with Advanced Functions. Tutorial 9: Exploring Financial Tools and Functions.

Tutorial 10: Performing What-If Analyses. Tutorial 11: Connecting to External Data. Tutorial 12: Enhancing Excel with Visual Basic for Applications. Additional Cases. Appendix A: Using Text Functions and Creating Custom Formats. Appendix B: Using Advanced Filters, Database, and Summary IFS Functions. Appendix C: Creating a Shared Workbook. Appendix D: Working with Enhanced Formatting Tools. --This text refers to an out of print or unavailable edition of this title.

Roy Ageloff has taught courses in computer programming, database design and development, accounting information systems, and office productivity software at the University of Rhode Island and has written textbooks in programming languages, database software, and spreadsheet applications. He is a business consultant and teacher at Paradise Valley Community College, Arizona. Mr. Patrick Carey received his M.S. in Biostatistics from the University of Wisconsin, where he worked as a researcher designing and analyzing clinical studies. He co-authored his first textbook on using Excel as a statistical tool. Today, Mr. Carey has authored or co-authored more than 20 leading academic and trade texts for the software industry. June Parsons purchased her first computer, an Apple II+, in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year she opened a successful small computer retail store with Dan Oja that also offered software instruction to children and adults. Dr. Parsons taught at the university level for more than 20 years. She holds a doctorate in Educational Technology and was certified by the ICCP in 1995. Dr. Parsons began writing and creating educational software for Course Technology in 1992. She contributed to the Windows for Business and Illustrated Series and developed the New Perspectives, e-Course, and Practical series. She works via the Internet with a team of highly skilled media specialists and desktop publishers located in various states and provinces. An esteemed professional and respected author, Dan Oja, along with June Parsons, purchased an Apple II+ in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year, he and Dr. Parsons opened a successful small computer retail store that offered software instruction to children and adults. With Dr. Parsons, Mr. Oja began writing and creating educational software for Course Technology in 1992. Together, they contributed to the leading success of the Windows for Business and Illustrated Series. They also developed the New Perspectives, e-Course, and Practical series. Today, Mr. Oja's and Dr. Parsons's team of highly skilled media specialists and desktop publishers located in various states and provinces work together via the Internet to deliver exceptional texts. Ms. Carol DesJardins spent 25 years in the private sector as a programmer, systems analyst and eventually Chief Information Officer. During that time, she honed her skills with Excel as an

analysis tool. She transitioned her knowledge to the classroom and has taught several applications and programming courses. Ms. DesJardins co-authored her first textbook on Excel. In addition to writing, she continues to teach at St. Clair County Community College.

The New Perspective series is hands down the best way to learn any programs from the Microsoft Office 2013 software suite. Each chapter introduces the user to software functions in a very logical progression. You will start from scratch and work your way through the simplest functions first and with each new chapter build upon skills you've already mastered. Each Chapter also includes review projects and assignments designed to reinforce your new skill skills. The CD-Rom included with the package includes all the starter files for review projects and assignments, but if you are using this book as part of a learning course these files may be available for download through your learning institution.

Not bad, I think this book is intended for all audiences of all ages, whether you're a kid or someone who has some moderate experience with Excel or someone who's never used Office before in their life so that's why sometimes it feels repetitive or dumbed down. Personally, I think it could've been trimmed down significantly (it's like 2 inches thick) it has some unnecessary things added in and just carrying it around would've been more feasible if it were half its size. Wish they would've addressed the Mac version. Other than that it has a few errors that were missed during editing.

This is the worse digital book I have ever downloaded. The content is fine but for some reason this piece of crap is about as responsive as a dead armadillo. Searching for a term? Good luck, that might take 5 minutes. Need to go reference another chapter? You might as well just Google it, because this book will take several minutes between clicking on the search button and actually entering your search. I'm seriously wishing I would have stolen a copy of this book. I have tested this book on three separate computers, so, yes it is the book. Other longer books, with lots of pretty colors and pictures, that I have on Kindle work fine.

My teacher used this as our textbook. I'm an avid computer user, but I'm self-taught when it comes to Excel. Considering that the book starts with "Here's what a FILE is... here's what a FOLDER is...." .... I just wanted to smack myself in the face with said book. Repeatedly. Some of the information in the book is just.... incorrect (especially in terms of the file management system section). In terms of teaching, they would tell you in the "case problems," they would tell you to use

formula X (or cell x minus cell y plus 1), in order to get the number of days between the two cells, but the formula didn't make sense to me or my dad (also an avid computer user) and since it's the first in the book that they mentioned it, they should have explained it.

This book is excellent and very easy to follow but it is huge and heavy. I had previously ordered the brief edition which covers tutorials 1-4 and this version covers tutorials 1-12. I wish it had just been 5-12 so that the book was smaller and lighter to carry around.

I always knew Excel was a great program but until I took the class and read the book I never knew all of what it could do for you, I still don't but I have amuch better handle on what its capable of.

Apparently this book does not come with the SAM access code or the disc. I figured buying it new that it would have everything, I guess I was wrong.

Learned so much more about Excel and I thought I knew a lot. Definitely recommended!

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