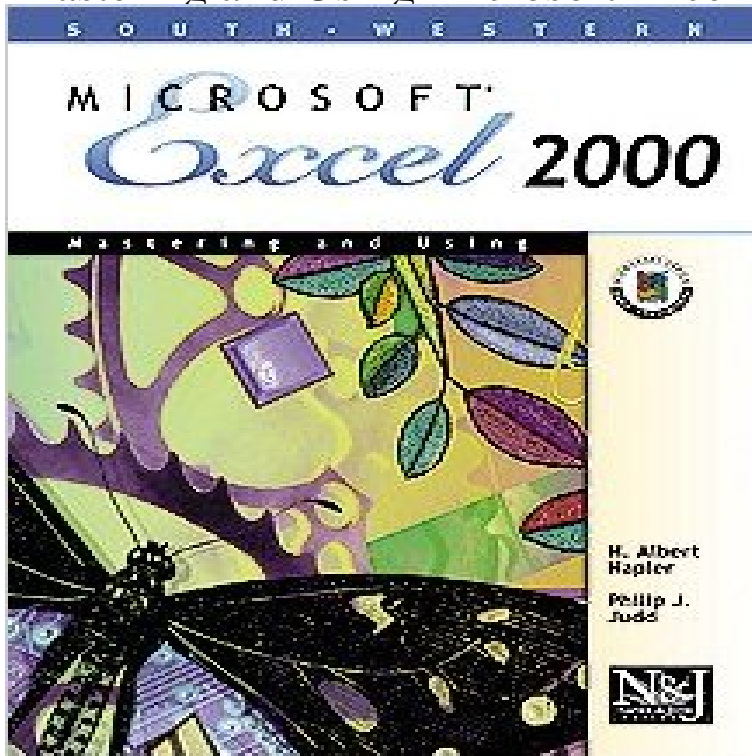


Mastering and Using Microsoft Excel 2000: Comprehensive Course



With a completion time of 75+ hours, this book features extensive step-by-step instructions combined with numerous screen illustrations to enable users to learn by doing. Solid end-of-chapter materials provide a strong reinforcement tool for learning. Case profiles show the reader the real world applications of the material they have covered while case projects emphasize the practical applications of the skills they have learned. Special sections with Internet, Caution, Notes and software TIPS provide helpful insights and enrichment information. SCANS competencies are clearly identified as well.

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