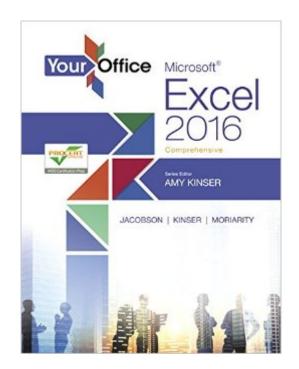
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## Your Office: Microsoft Excel 2016 Comprehensive (Your Office For Office 2016 Series)





## Synopsis

This book offers full, comprehensive coverage of Excel. Ideal for business courses. Real world problem solving for business and beyond The Your Office series prepares students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Â Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Â Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Â Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Â Note: You are purchasing a standalone product; MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. Â

## **Book Information**

Series: Your Office for Office 2016 Series Spiral-bound: 848 pages Publisher: Pearson; 1 edition (April 28, 2016) Language: English ISBN-10: 0134479564 ISBN-13: 978-0134479569 Product Dimensions: 8.4 x 1.2 x 10.6 inches Shipping Weight: 3.4 pounds (View shipping rates and policies) Average Customer Review: Be the first to review this item Best Sellers Rank: #612,163 in Books (See Top 100 in Books) #125 in Books > Business & Money > Processes & Infrastructure > Office Automation #288 in Books > Computers & Technology > Software > Microsoft > Microsoft Excel #450 in Books > Computers & Technology > Software > Microsoft Office

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