



## Step by Step Spreadsheets (Paperback)

By Alan Dillon

Gill Macmillan Ltd, Ireland, 2014. Paperback. Book Condition: New. 3rd Revised edition. 244 x 172 mm. Language: N/A. Brand New Book. Third edition of this popular, easy-to-use textbook, updated for the revised Spreadsheet Methods Level 5 module [5N1977], which details fundamental spreadsheet methods and facilitates practical experience in spreadsheet design and implementation. \* New to this edition: \* Updated for the revised Spreadsheet Methods module [5N1977] and Excel 2010 (all assignments can be completed using Excel 2007) \* Includes new interactive assignments allowing students to test their spreadsheets. \* Details how to create formulas and functions, sort spreadsheet data, present data using a variety of charts, protect spreadsheets from unauthorised access and automate decision-making with IF functions. \* Presents in-depth explanations of spreadsheet concepts and of the different types of IF functions. \* Introduces useful Excel keyboard shortcuts in each chapter, with all images reflecting Microsoft's Ribbon system. \* Comprehensively deals with Excel's charting facility and introduces the use of macros and spreadsheet protection. \* Worked examples guide the learner through each task, while progress tests and chapter reviews support a learning through practice approach. \* With no previous experience in spreadsheets required, the learner is brought from...



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