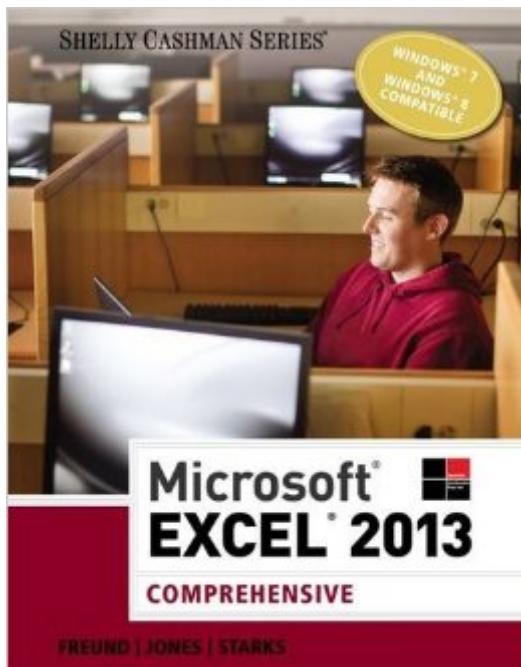


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# Microsoft Excel 2013: Comprehensive (Shelly Cashman Series)



## **Synopsis**

This book does not contain access code Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students.

## **Book Information**

Series: Shelly Cashman Series

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Average Customer Review: 4.4 out of 5 starsÂ  See all reviewsÂ  (41 customer reviews)

Best Sellers Rank: #77,660 in Books (See Top 100 in Books) #21 inÂ  Books > Computers & Technology > Graphics & Design > Desktop Publishing #48 inÂ  Books > Computers & Technology > Software > Microsoft > Microsoft Excel #69 inÂ  Books > Computers & Technology > Business Technology > Software > Spreadsheets

## **Customer Reviews**

Completed this book in 3 days for an online course. I feel like I actually took something from it, rather than just reading a textbook. It is designed to take you through all the steps on creating a workbook with the given chapter's subject, then you have additional activities such as Apply Your Knowledge, Extend Your Knowledge, and Labs. The labs are where I can tell that the subjects were actually sticking, it gives you minimal instructions to do similar tasks within the chapter.Pros: Keeps you're attention, lots of hands on, very well writtenCons: Not worth buying

This book was surprisingly good, very detailed and great illustration. A little unnecessary to have "tap or click" on nearly every single instructional point, and the long-winded summaries before the actual tutorials are also fairly unnecessary, but otherwise recommended.

While a great step-by-step intro to Excel techniques, it repeats itself a lot for opening and closing files. I am divided on the huge visual approach. It could just be that I am old and am accustomed to reading text, but the vast amount of graphics is kind of off-putting. Still, it develops skills in a straightforward order.

The explanation and pictures that make it very clear what to select or click makes it easy to learn to use Excel to complete the tasks being presented in the book, and thus use later on the job or for personal use. The Shelly Cashman Series for Excel, Word, etc. are the best books I have found to learn a new version of the software on your own, or to teach a Microsoft Applications Classes.

As a text, not my favorite. I find it somewhat wordy and hard to follow. Then again, it is so detailed that it doesn't miss much and includes every step. But I'm glad I rented it (it's hugely expensive in my opinion to purchase!) and will look for another reference down the road to buy that's more approachable.

This is a excellent book for learning excel. It does go into much detail and explanation, and overall it is very good.

I am using this book for my Excel class at the community college. It's easy to use and go through the exercises.

This book is very nice. I love it. May be I will buy it, I am renting it now

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