GO! with Microsoft Excel 2010, Comprehensive

By Shelley Gaskin, Alicia Vargas, Suzanne Marks

GO! with Microsoft Excel 2010, Comprehensive By Shelley Gaskin, Alicia Vargas, Suzanne Marks

For introductory computer courses on Microsoft Excel 2010 or courses in computer concepts with a lab component on Excel.

Teach the course YOU want in LESS TIME!

The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation. This approach is based on clearly defined projects for students and a one-of-a-kind supplements package for instructors.

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GO! with Microsoft Excel 2010, Comprehensive By Shelley Gaskin, Alicia Vargas, Suzanne Marks Bibliography

- Sales Rank: #764375 in Books
- Published on: 2010-08-19
- Original language: English
- Number of items: 1
- Dimensions: 10.90" h x 1.20" w x 9.30" l,
- Binding: Spiral-bound
- 816 pages

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Editorial Review

From the Back Cover

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• Visual Summary shows you up front what your completed project will look like, and a File Guide clearly shows you which files are needed for each project and how to save the document.
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• Glossary of key terms reinforces terminology as you learn the language of computing.
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About the Author

Shelley Gaskin, Series Editor for the GO! Series, is a professor of business and computer technology at Pasadena City College in Pasadena, California. She holds a master's degree in business education from Northern Illinois University and a doctorate in adult and community education from Ball State University. Dr. Gaskin has 15 years of experience in the computer industry with several Fortune 500 companies and has developed and written training materials for custom systems applications in both the public and private sector. She is also the author of books on Microsoft Outlook and word processing.

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Users Review

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Jessica Keith:

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