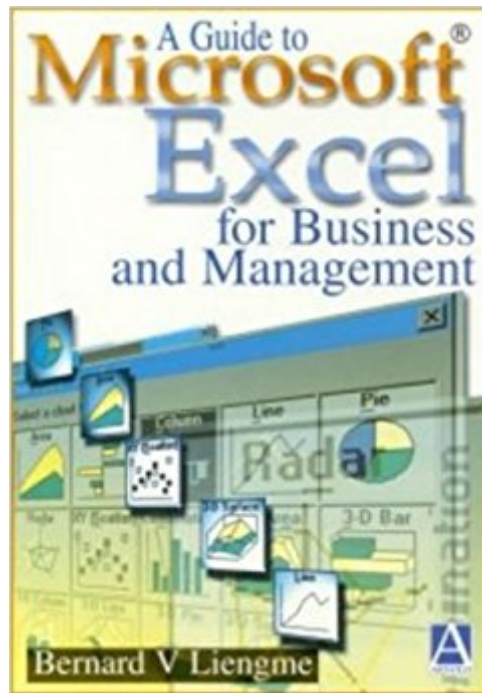The book was found

A Guide To Microsoft Excel For Business And Management

Synopsis

This practical guide explains the most useful Excel functions that managers and business people need in their everyday working environment. Real case studies showing business examples such as cash flow, profit and loss account and balance sheets are included.

Book Information

Paperback: 222 pages

Publisher: John Wiley & Sons; 1st edition (January 15, 2000)

Language: English

ISBN-10: 0340758988

ISBN-13: 978-0340758984

Product Dimensions: 0.8 x 7 x 9.8 inches

Shipping Weight: 15.5 ounces

Average Customer Review: Be the first to review this item

Best Sellers Rank: #494,764 in Books (See Top 100 in Books)   #209 inÂ Books > Business & Money > Economics > Commerce   #242 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Excel   #373 inÂ Books > Computers & Technology > Business Technology > Software > Spreadsheets

Customer Reviews

Bernard Liengme , Department of Mathematics and Computer Sciences, St Francis Xavier's University, Nova Scotia, Canada --This text refers to an out of print or unavailable edition of this title.

From the preface-- It is arguable that the spreadsheet is the most widely used microcomputer application. Today the industry standard for spreadsheets is Microsoft Excel. This book is designed to show you how easy it is to take advantage of this important tool. It is written for the complete novice or the reader who has only a passing familiarity with Excel. Once you have mastered this Guide you will be able to make constructive use of Microsoft Excel in your workplace--be it your office or study room. The approach is a series of step-by-step instructions leading to the required result. No assumptionms about previous knowledge of Microsoft Excel or of business terminology are made. However, it is assumed that you have some familiarity with Windows or the Macintosh operating system. This book is not version-specific and can be used with any version from Excel 5 to Excel 2000. It is recommended that you start at the beginning and work through the book. Do not jump material even if you think you already understand the topic, because there could be something

new to you in the exercise. Please try the problems at the end of each chapter. Using the Microsoft Excel Help feature while tackling the problems is not considered cheating! Answers to the starred problems are given at the back of the book to encourage this process. The Guide may be used as either a textbook or for independent study and it is hoped that even professionals will find that their knowledge of Excel will increase to such an extent that they will be able to solve one-off problems with ease. A few topics are not covered in this book. While there is a chapter on working with lists, the database functions are not introduced. Likewise the application of Excel to statistical problems is not explored. These problems are covered in more advanced books. Furthermore, we do not look at Visual Basic for Applications since this is an advanced topic. I recommend that the information available on the Internet for Excel be fully explored. There are a number of useful websites maintained by Microsoft Excel experts. Newsgroups and list servers can be used in two ways: you can simply read the messages and learn from other's questions and answers, or you can submit your own questions. Visit my website (www.stfx.ca/people/bliengme) to see an up to date list of addresses for these resources. Bernard V. Liengme July 1999 --This text refers to an out of print or unavailable edition of this title.

Download to continue reading...

Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Excel: Complete Beginnerâ ™s Guide to Mastering Excel and Increasing Productivity (Excel, Microsoft Office Book 1) Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Excel Basics In 30 Minutes (2nd Edition): The quick guide to Microsoft Excel and Google Sheets Enhanced Microsoft Excel 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Spreadsheets: Using Microsoft Excel 97 or Microsoft Office 97 (Software Guides) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition (Microsoft Office 2013 Enhanced Editions) The Definitive Guide to DAX: Business intelligence with Microsoft Excel, SQL Server Analysis Services, and Power BI (Business Skills) A Guide to Microsoft Excel for Business and Management Applied Statistics for Business and Management using Microsoft Excel Excel 2016 for Health Services Management Statistics: A Guide to Solving Problems (Excel for Statistics) Microsoft Excel Data Analysis and Business Modeling (5th Edition) Microsoft Excel 2013 Data Analysis and Business Modeling Data Mining for Business Intelligence: Concepts, Techniques, and Applications in Microsoft Office Excel with XLMiner Essentials of Modern Business Statistics with Microsoft Excel Modern Business Statistics with Microsoft Excel Succeeding in Business with

Microsoft Excel 2013: A Problem-Solving Approach (New Perspectives) Excel: Complete Beginnerâ ™s Guide to Mastering Excel and Increasing Productivity Power Pivot and Power BI: The Excel User's Guide to DAX, Power Query, Power BI & Power Pivot in Excel 2010-2016