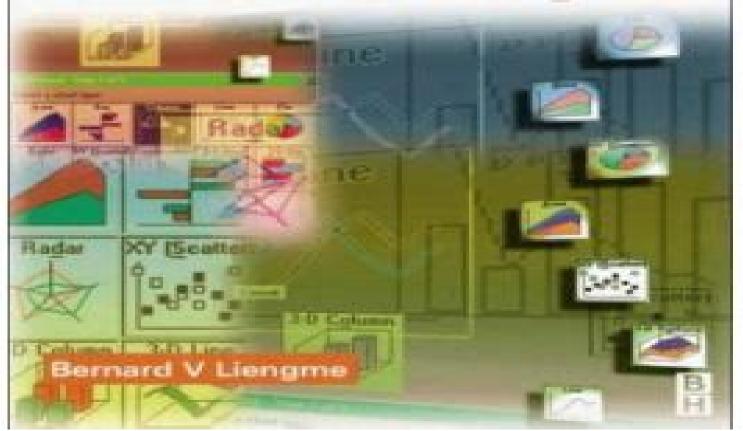
Second Edition

A Guide to

Microsoft Excel 2002

For Business and Management



Guide To Microsoft Excel 2002 For Business And Management

John Beech

Guide To Microsoft Excel 2002 For Business And Management:

Guide to Microsoft Excel 2002 for Business and Management Bernard Liengme, 2002-04-11 The essential guide for managers and business students who wish to use Microsoft Excel to its full potential As the industry standard spreadsheet for the analysis and presentation of results Microsoft Excel is indispensable in the business world This text provides a practical and straightforward guide to fully utilising the functions of Microsoft Excel guiding the reader from basic principles through to the more complicated areas such as modelling the analysis of charts reporting and automatic importing of data from the web directly into an Excel workbook Bernard Liengme has written this book specifically to meet the requirements of business students and professionals working with Microsoft Excel The text is illustrated throughout with screen shots as well as a wide variety of examples and case studies based in real world business contexts introduced with a minimum of maths and readily adaptable to workplace situations The new edition has been brought fully up to date with the new Microsoft Office XP release of Excel 2002 but can be used alongside any previous version of Excel with new Excel 2002 features clearly indicated throughout Content written specifically for the requirements of business students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office XP release of Excel 2002 Features of Excel 2002 are illustrated through a wide variety of examples based in real world business contexts introduced with a minimum of maths and readily adaptable to workplace situations Can be used alongside any previous version of Excel with new Excel 2002 features clearly indicated throughout The quide to IT contracting Samuel Blankson, 2007-12-01 The British National Bibliography American Book Publishing Record, 2004 The Ferguson Guide to Resumes and Job Hunting Arthur James Wells, 2006 Skills Maurene J. Hinds, 2005 Presents a guide to preparing a r sum and conducting a job search including information on looking beyond classified ads creating a r sum writing cover letters and interviewing for positions The Complete Idiot's Guide to Grammar and Style Laurie Rozakis, 2003 Provides information on grammatical rules and how to use them with advice on adding variety to writing and examples of the right and wrong way to say things Professional Excel <u>Development</u> Rob Bovey, 2009 The definitive guide to developing applications with Microsoft Excel this book is written by four authors who are Excel MVPs and run their own companies developing Excel based applications Doing Your Business Research Project John Beech, 2014-11-10 Taking the fear out of writing your business project this book helps you understand and carry out each step of the research process With detailed friendly and engaging support it takes you from the very beginning to the very end Key features Chapters are structured around FAQs such as How to choose a research question How do I go about a literature review guiding you towards a full understanding of the research process Workbook tasks help you shape your thoughts on each topic enabling you to decide your own research question and how you will research it The importance of various ideas is clearly signposted helping you prioritise your time according to your needs and goals Templates and checklists from the book are also available for download at the Doing Your Business Research Project

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