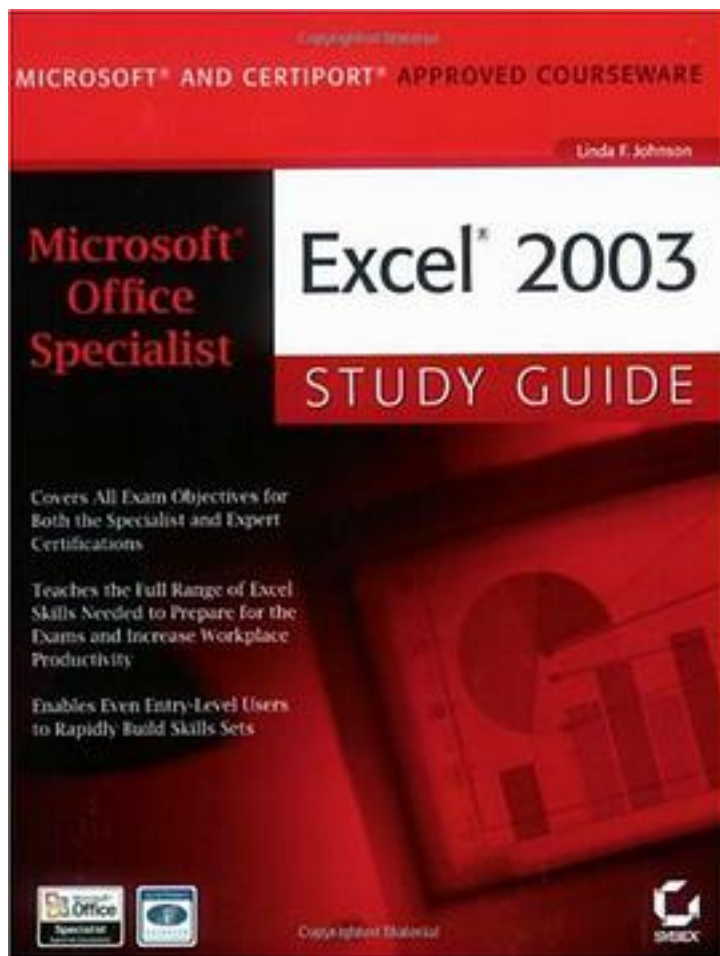


Microsoft Office Specialist



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Validate your expertise and get the attention of employers with Microsoft Office Specialist certification. This comprehensive guide is what you need to prepare for certification in Excel 2003, both the Specialist and Expert levels. Carefully planned by a

seasoned Microsoft Office Specialist instructor, this invaluable study guide uses real--world scenarios to teach the full range of Excel 2003 skills you need--not only to prepare for the certification exams, but also to increase your ability and productivity in the workplace. Covering twenty--four Specialist exam objectives and thirty--three Expert exam objectives, the book progresses through the functions and features of Excel software. Even entry--level Excel users can rapidly build their skills. Excel 2003 Specialist Certification Skill Sets aeo Creating Data and Content aeo Analyzing Data aeo Formatting Data and Content aeo Collaborating aeo Managing Workbooks Excel 2003 Expert Certification Skill Sets aeo Organizing and Analyzing Data aeo Formatting Data and Content aeo Collaborating aeo Managing Data and Workbooks aeo Customizing Excel Plus, youa ll find additional career preparation tools, including: aeo Solutions for real--world scenarios aeo Structured learning for quick productivity aeo Full glossary of terms Go to www.sybex.com/go/mosexcel2003 for downloadable sample files from the exercises in the book. Practice what youa ve learned on your own. Visit www.sybex.com for all of your professional certification needs.

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