Microsoft Excel 2000

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With an estimated completion time of 35+ hours, this comprehensive text is ideal for introductory courses on Microsoft Excel. Certified as Expert level it covers beginning through advanced features of the software. Lessons contain objectives, step-by-step instructions, screen illustrations, tips, notes, Internet coverage, chapter summaries, end-of-chapter exercises, projects and SCANS correlations. It is appropriate for individual or group work.

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