

Chapter 1 : New Perspectives on Microsoft Office Excel (New ()) by June Jamrich Parsons;

Learn and retain the most challenging and important topics of Microsoft Office Excel using a medium that you probably use daily: video! NEW PERSPECTIVES ON MICROSOFT OFFICE EXCEL , COMPREHENSIVE, VIDEO COMPANION contains 45 illustrative videos between minutes in length that go beyond simply showing how to complete tasks.

The case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. The books are designed for successful use either on a self-study basis, or in formal courses on the part of those who, starting with no prior knowledge, want to bring themselves up to a skill level corresponding to what Microsoft terms "Microsoft Certified Application Specialist. This might be a disadvantage for fast-track users of the book who do not need or want that much "hand holding," but it does mean that just about any motivated person who works conscientiously with the book can achieve success. This contrasts with some books that describe "how to do this" and "how to do that," but might lack motivation for WHY it might be of interest to be able to do this or do that. Workbook "solutions" for the cases can be downloaded by instructors using the book in a course setting. Although some of the exercises include "explore" steps, the exercises do largely tend to take a "follow the bouncing ball" approach, which helps the user ease into the material but probably falls short for fast-track users who might want to be challenged to be more creative in applying the material, i. Starting from scratch and using your own wits entirely, develop the information. No step by step approach is provided for your use. After developing the workbook for a Crews and Murphy case, the workbook can be uploaded to a website for automatic scoring, with a step by step analysis and report produced as a result. The Crews and Murphy cases fall into the "follow the bouncing ball" category, but have the virtue of forcing use of the Parsons et al. In my opinion, Parsons et al. All best wishes for success to users of Parsons et al. It provides excellent pictures, so there is no guess work as to whether you did something right or not; it walks you through everything step-by-step; gives you real life scenarios of projects; and also gives you necessary information as to what is and is not professional - when certain visuals should be used as opposed to other for given information, data, statistics. This is definitely a book that I will not be selling back to the school bookstore: Great way to learn Excel! This book is very comprehensive and is used as a textbook for college courses on Excel. The book starts with the most basic skills, such as entering text in a cell, navigating the spreadsheet, copying and pasting, ect. In the subsequent chapters you learn pretty much every feature Excel has to offer. When you get this book, there is a web address in the back where you can go to download the Excel files for your lessons. Each chapter has its own set of lessons. For example, Chapter 2 is about formatting a spreadsheet. At the beginning of the chapter you open the file for the chapter 2 tutorial. This file is an Excel spreadsheet which you will format as you go along with the lesson. The book clearly explains every step and tells you what to type, which buttons to click on, ect. Each chapter also contains troubleshooting tips for common errors beginning users make. At the end of each chapter there are also several Excel problems which you can complete for additional practice. I have been working on this book consistently and am almost done. All in all it looks like I will have taken about 7 weeks total by the time I finish. Keep in mind that I work on it roughly an hour a day and sometimes more. Also, there are 5 problems at the end of each chapter and I usually do about 1 or 2. As far as the difficulty level, I would say that this is a pretty easy book, especially in the first several chapters. Of course, you can always take a course or have someone who already knows the program help you if you do run into problems. Only for instructor-led classes, not self-study! The required student data files are downloaded from the internet. However, you are NOT able to check your work. You will have no idea whether you are completing the assignments accurately or if you need to spend additional time learning a particular topic. Workbook solutions are only available to instructors; an email and password are required to download solutions, practice exams and other great learning tools. I wish I had known this before purchasing this very expensive book. If anyone can help me to access the solutions, I would be most grateful. Starr on Sep 03, This book was fantastic. I learned so much such as

creating and applying tables and graphs and inserting pivot tables. Although my instructor went through the lessons really fast, I am going to hold onto my book and practice all the lessons so I can become more efficient. I would highly recommend this product to anyone who needs to upgrade their Excel skills while working on the job. Moore on Nov 15, I expected this book to be like most all other reference books on MS Office software: I was unbelievably surprised! This book is so incredibly complete in its coverage that I was amazed. And I thought I knew Excel - wrong! Even if you "know" Excel, I would highly recommend this book. You will be amazed at its depth of content. Poznanski on Feb 28, The book is everything I could want; clear, detailed, easy to follow and packed full of incredible information. A little extreme to ship 2 copies to Australia and return one copy. I was, and still am, a little surprised at the knock back, but everyone runs their business for their own reasons - it would have been nice if Amazon had checked the QUANTITY of books I ship to Australia, but at they say, *cie la vie* Or something like it - such is life. Aside from that the book is first rate. Probably the best book on Excel at any price; you only get what you pay for, and this book is worth every penny. It takes you step by step through every process of Excel spreadsheets and by the end of the first chapter you are using more technical aspects of the program. Very detailed and well written. Even a novice can use this book to learn more about Office We are using this in my Intermediate Excel class and are studying Chapters 5 - 8. The authors literally listed each step to accomplish a task, such as creating a table that can be used for querying countif, sumif, advanced filtering, vlookup. The chapters are neatly divided into sections with Quick Check questions at the end of each section, allowing the reader to take breaks in between, and resume with a brand new section. In each chapter, the reader can expect to successfully complete the Quick Check questions, Chapter Review assignments, and Case 1. I would have liked to have an answer key to the review questions and case studies, especially as I got to the later chapters Great Learning and Teaching Tool!

By Ronnie Henley on May 05, This product is great for anyone wanting to increase their working knowledge of Excel and especially for those who do not have time to go to a class. Being a trainer, I will use this book to teach others in my profession. Being able to download the ready-made files for tutorial reviews and case problems helps the student to progressive try all the techniques taught. I highly recommend it! By Tim Jurco on Sep 25, I work in the accounting and tax fields and am working on making formulas to make things a little easier. If anyone is interested in my tax program after I complete it, and verify that it works after filling my taxes, contact me via email and let me know if you are interested in being a guinny pig. I thought I knew it all, but this book helped me discover features I never knew were there. It really is comprehensive. And, the hands-on nature of the projects in each chapter has left me retaining all of that useful knowledge now weeks after the class has ended. I just took and passed Otherwise, everything else on the exam is covered. Also, just FYI, skip the "premium video" version of the book and get the plain text. It seemed to be written for the very beginner. However, after using it for a while, I can see why it is so popular. It is very helpful to the beginner. When you run into something new, you can follow the directions pretty quickly. Pages jump off at you with vivid color that draws you in. The exercises within the chapter help you tremendously and I love the online editions to it. I have all the MOS versions on different computers within the house. I make sure to keep myself tuned up on all. This will be my second textbook from New Perspectives that I have used. The first was for Microsoft Word I am one of many people who have lost there job in the past year. I decided it was time to improve my computer skills and these textbooks were very easy to understand and learn from. The assignments at the end of the chapters were interesting and the instructions easy to follow. I would recommend them to anyone who needs to learn any of the Microsoft programs. This is where I first became aware of the quality, details, and subject matter content this book offers. The simulations are timed, and give the test candidate an idea of what to expect. By Amazon Customer on Sep 14, I got this book because it was the required text in a community college. Offers step by step instructions. By Michelle Dufault on Aug 21, I have always worked in Excel without having really taken a course to understand all the tips and tricks. This book along with the downloaded data files that are available free , are an excellent learning tool. I am working through each session even if I already know the topic, and it is teaching me things that will definitely be useful

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in my working use of Excel. Minor wear and a small tear on the cover but otherwise the book is all in tact and legible. Overall, I was happy with my purchase. Used for a class By Amy on Apr 22, Amazing book, but required for a class.

Chapter 2 : New Perspectives on Microsoft Office Excel Comprehensive by June Jamrich Parsons

New Perspectives on Microsoft Office Excel , Comprehensive / Edition 1 Following the critical thinking, problem-solving approach of the New Perspectives Series students will gain a comprehensive understanding of Microsoft Excel , including the new features of the software.

Chapter 3 : New Perspectives on Microsoft Office Excel : June Jamrich Parsons :

Following the critical thinking, problem-solving approach of the New Perspectives Series students will gain a comprehensive understanding of Microsoft Excel , including the new features of the software.

Chapter 4 : New Perspectives on Microsoft Office Excel , Introductory by June Jamrich Parsons

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Chapter 5 : New Perspectives on Microsoft Office Excel , Comprehensive : Roy Ageloff :

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Chapter 6 : Student Data Files

With the New Perspectives' critical-thinking, problem-solving approach, students will gain a comprehensive understanding of MICROSOFT OFFICE EXCEL and will learn how to take advantage of the flexibility it offers.