



Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series)

Mary Anne Poatsy, Keith Mulbery, Jason Davidson, Robert Grauer

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This book offers full, comprehensive coverage of Microsoft Excel.

Beyond point-and-click

The goal of the *Exploring* series is to move students beyond the point-and-click, to understanding the *why* and *how* behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the *Exploring* series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

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