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[Student Videos for GO! with Microsoft Excel 2010, Comprehensive](#) Shelley Gaskin, 2011-02-02 The Student Videos CD that comes with all new copies of the book includes Student Videos for each A B Project in each chapter

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**Microsoft Excel 2010: Comprehensive** Sandra Rittman, 2011 Microsoft Excel 2010 Comprehensive provides extensive thorough training of Excel 2010 This text covers introductory through advanced topics and is ideal for the computer user who wants to become well versed in using Excel 2010 This textbook is approved courseware for preparing students for the Microsoft Office Specialist MOS certification exam Certification validates skills in the 2010 Microsoft Office suite enabling students to demonstrate that they have mastered the necessary skills Topics introduced in Unit 1 include the Ribbon interface entering and editing data selecting cells and ranges printing worksheets creating formulas and functions formatting cell contents inserting and deleting columns rows and cells charts and more Unit 2 covers such topics as large worksheets and workbooks tables outlines inserting clip art pictures and SmartArt templates digital signatures and more In Unit 3 students are introduced to PivotTables and macros financial functions data analysis auditing and additional functions advanced formatting and analysis tools collaboration and more The text concludes with an integration lesson

*Exploring Microsoft Office Excel 2010 Comprehensive* Robert T. Grauer, Mary Anne Poatsy, Keith Mulbery, Lynn Hogan, 2013-10-03 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom Students go to college now with a different set of skills than they did five 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 everybody needs to know A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill

*Excel 2010: The Missing Manual* Matthew MacDonald, 2010-06-18 Excel the world's most popular spreadsheet program has the muscle to analyze heaps of data Beyond basic number crunching Excel 2010 has many impressive features that are hard to find much less master especially from online help pages This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly Navigate with ease Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations Write formulas for rounding

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*Managing Anger with CBT For Dummies* Gill Bloxham, 2013-01-14 Defuse your anger with CBT Cognitive Behavioural Therapy CBT is a hugely popular self help technique which teaches you how to break free from destructive or negative behaviors and make positive changes to both your thoughts and your actions This practical guide to managing anger with CBT will help you to understand your anger identify solutions to your problems and maintain your gains and avoid relapse This concise user friendly guide provides focused advice on defusing anger using proven CBT techniques You ll discover how to keep your anger under control and identify the negative thought processes that lead to angry outbursts Shows you how to use CBT to help you react positively to frustrating situations Helps you learn to assert yourself effectively without losing your temper Gives you tried and true CBT techniques to let go of unhealthy anger If you re struggling with anger management *Managing Anger with CBT For Dummies* gives you the tools you need to keep your cool and live a happier more balanced life

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and have it ready to use when you need it The book starts right off on building models from creating a standalone cash flow model through integrating it with an income statement and balance sheet Along the way you will master the skill set you need to build advanced financial models With only a basic knowledge of accounting and finance individual investors and financial professionals alike can Create a core model and customize it for companies in most industries Understand every working component of a financial model and what each one tells you about a company Format cells and sheets in Excel for easily repeatable modeling Written with the practitioner in mind Mastering Financial Modeling shows you how to ensure your model is ready for real world application by safeguarding it against modeling errors It covers a full array of Excel s builtin auditing and testing tools and illustrates how to build customized error checking tools of your own to catch the inaccuracies that typically fall through the cracks Get the most out of your data with Mastering Financial Modeling Mastering Financial Modeling brings the power of financial models down to earth and puts it in the hands of investors bankers and private equity professionals who don t have a passion for crunching numbers Nowhere else can you get step by step instruction on building these valuable tools from an elite World Bank investment officer Starting from the ground up Eric Soubeiga shows you how to interpret and build financial models in Microsoft Excel that will accurately assess any company s valuation and profit potential Even if you have unsuccessfully tried financial modeling in the past this book will reach you because it associates every lesson to the business world you work in daily Chapter by chapter you will master financial modeling and in the end you will Command authority over building every aspect of a financial model Be capable of explaining the accounting and finance concepts behind the mechanics of modeling Confidently determine a company s ability to generate cash flows for its capital investors with discounted cash flow DCF modeling Execute powerful spreadsheet calculations in Excel Most importantly as a decision maker the insight you bring to the table through your sophisticated understanding and application of financial modeling will benefit every stakeholder See what leading professionals around the world already know Mastering Financial Modeling is the most comprehensive guide on the market for designing building and implementing valuation projection models What it does from there is up to you

*EBOOK: Analysis for Financial Management* HIGGINS,2015-01-15 *EBOOK Analysis for Financial Management* [Managing Anxiety with CBT For Dummies](#) Graham C. Davey,Kate Cavanagh,Fergal Jones,Lydia Turner,Adrian Whittington,2012-10-29 Don t panic Combat your worries and minimize anxiety with CBT Cognitive Behavioural Therapy CBT is a hugely popular self help technique which teaches you to break free from destructive or negative behaviors and make positive changes to both your thoughts and your actions This practical guide to managing anxiety with CBT will help you understand your anxiety identify solutions to your problems and maintain your gains and avoid relapse Managing Anxiety with CBT For Dummies is a practical guide to using CBT to face your fears and overcome anxiety and persistent irrational worries You ll discover how to put extreme thinking into perspective and challenge negative anxiety inducing thoughts with a range of effective CBT techniques to help you enjoy a

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