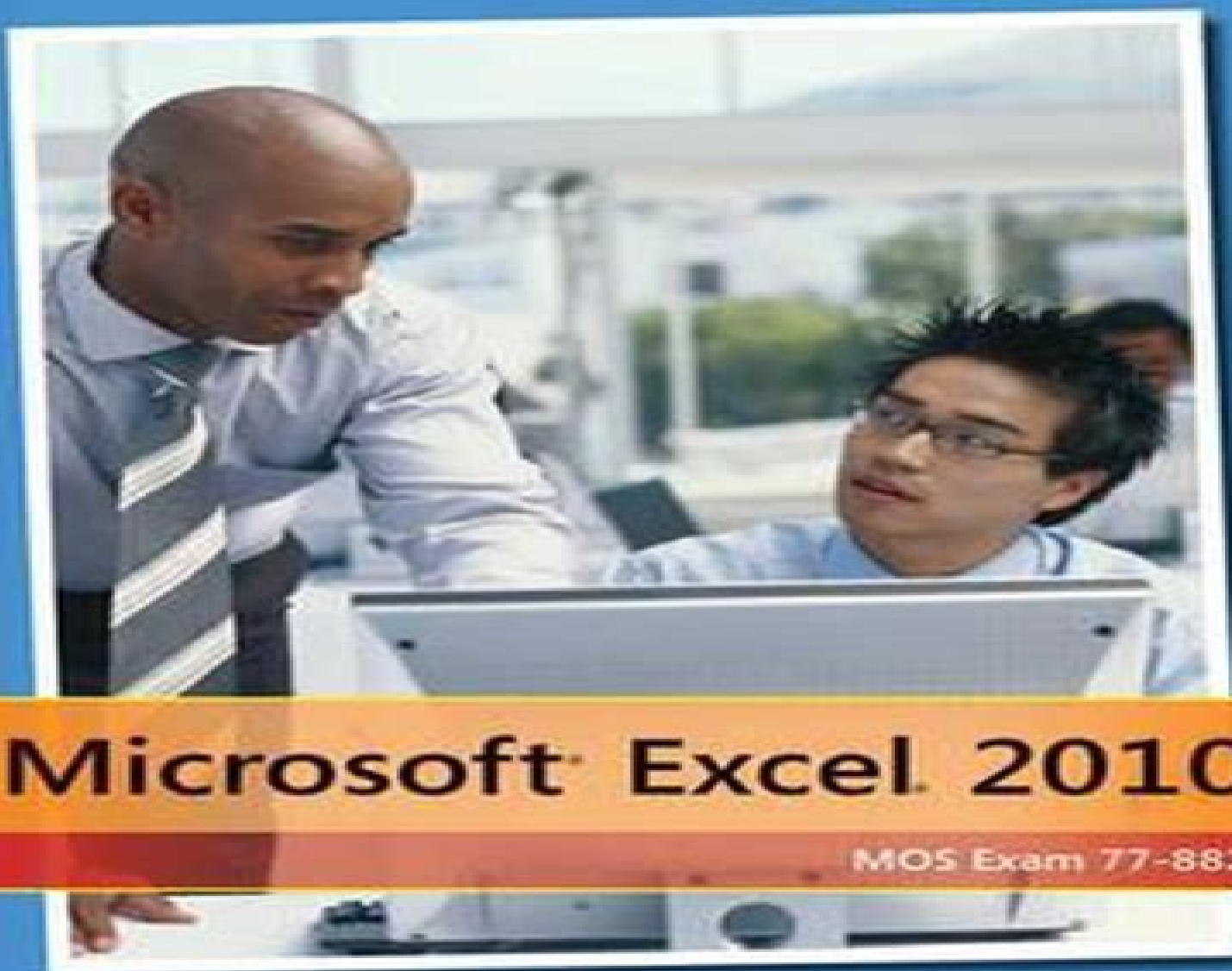




# **Microsoft** *Official Academic Course*



## **Microsoft Excel 2010**

MOS Exam 77-882

# Microsoft Official Academic Course Microsoft Excel

**WJ Hussar**



## **Microsoft Official Academic Course Microsoft Excel:**

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**Evaluation Software** Microsoft Official Academic Course, 2011-09-21 This MOAC Microsoft Excel 2010 77 882 text best prepares students for the Microsoft Office Specialist exam The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek      **Microsoft Official Academic Course** Microsoft Corporation, 2004      Exam 77-420 Microsoft Excel 2013 Microsoft Official Academic Course, 2013-08-12 This Microsoft Excel 2013 Exam 77 420 book is the only Microsoft Official Academic Course MOAC textbook This series includes a complete classroom instructional program This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re enforce workforce skills With this book students learn to create and edit professional looking spreadsheets for a variety of purposes and situations It also covers such skills as charting creating analytical financial reports data entry developing budgets formatting numerical financial statistical etc reports creating forms graphing processing data reporting technical support trending and much more The Microsoft Official Academic Course MOAC Office series also offers OfficeGrader This valuable tool corrects your students tasked based assignments Students work on real world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities Grading is easier than ever allowing faster assignment turnaround to students Excel 2013 certification can help students with classwork and differentiate job hunters in todays competitive job market Students who have earned certification can broaden their employment opportunities in such fields as accounting office administration consulting as executives and managers help desk personnel instructors trainers program project managers and sales careers

*Microsoft Official Academic Course*, 2004      **Microsoft Office Excel 2003 Core Skills** Microsoft Official Academic Course, 2004-08-30 Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Excel 2003 and how to use them at school at home and in the workplace This Microsoft Official Academic Course offers friendly straightforward instruction with a focus on real world business scenarios Included with the book is a 180 day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Excel 2003 Core examination A complete instructor support program is available with the text      **Microsoft Office Excel 2003 Expert Skills**

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*Microsoft Excel Version 2002 Step-by-Step Courseware Core Skills* Microsoft Official Academic Course,2006-10-20 Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Excel 2002 and how to use them at school at home and in the workplace This training program from Microsoft offers friendly straightforward instruction with dozens of full color screenshots and illustrations Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Core examination *Exam 77-602, International Student Version* Microsoft Official Academic Course,2007-03-26 The Microsoft Official Academic Course Program are the official products for Microsoft Programs in higher education These learning products are created especially for the academic market and combine the business world focus and market research of Microsoft with 200 years of successful higher education publishing from Wiley The program is based upon the same curriculum as the Microsoft IT Certifications to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek All the support instructors need to deliver great courses on Microsoft software is in the program Microsoft Updates will bring you the latest information on new products and curriculums and are a part of the program The Microsoft Official Academic Course Program is a great way for instructors to get ready to teach Task based approach to learning software uses features and commands L1 Assessment and Learning software from Certiport available with the book Microsoft Updates Technology and curriculum seminars delivered through the Wiley Faculty Network L2 Certification Assessment from Certiport available with the book Free MSDNAA license for the department available upon adoption Microsoft Certified Application Specialist mapping throughout the text The certification exam objectives are introduced and summarized in each lesson and they are called out at the point of introduction throughout the lesson Three levels of assessment at the end of each chapter build student confidence from competence to proficiency to mastery A wealth of authentic business scenarios are introduced and used in each lesson Early introduction of hands on activities in each lesson **Exam 77-882 Microsoft Excel 2010** Microsoft Official Academic Course,2011-09-21 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course Material The new and enhanced MOAC Microsoft Office Excel features Enhanced Wiley Desktop Editions as well as

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Microsoft Excel 2013 Exam 77 420 is a Microsoft Official Academic Course MOAC textbook for comprehensive classroom instruction The book is mapped to the Excel 2013 certification exam objectives It helps students develop work skills as they learn to create professional spreadsheets They can also experience charting financial reporting data entry budget development forms creation graphing data processing and more The MOAC series also allows students to find solutions to problems that mirror real world challenges      **Exam 77-602** Microsoft Official Academic Course,2008-08-04 The Microsoft Official Academic Course MOAC program is the official product for Microsoft Programs in higher education These learning products are created especially for the academic market and combine the business world focus and market research of Microsoft with 200 years of successful higher education publishing from Wiley The program is based upon the same curriculum as the Microsoft IT Certifications to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek All the support instructors need to deliver great courses on Microsoft software is in the program Microsoft Updates will bring you the latest information on new products and curriculums and are a part of the program MOAC is a great way for instructors to get ready to teach and for students to get ready to work

**Microsoft Official Academic Course ,2004-01-01      Microsoft Excel 2010** Bryan Gambel,2011      **Microsoft Office Word 2003 Expert Skills** Microsoft Official Academic Course,2006-10-20 Easy to follow step by step lessons enable students to quickly and efficiently learn the intermediate features of Microsoft Excel 2003 and how to use them at school at home and in the workplace This Microsoft Official Academic Course offers friendly straightforward instruction with a focus on real world business scenarios Included with the book is a 180 day trial version of Microsoft Office Professional 2003 and

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