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Presenting data with charts
Database features in Excel



2011 Centre for Educational Technology, University of Cape Town

Microsoft Excel 2010 Certification Study Guide

Thom Tremblay



Microsoft Excel 2010 Certification Study Guide:

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candidates are well prepared for the exam *MOS Study Guide for Microsoft Office 365* John Pierce, 2012-06-15

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changed from IT Fundamentals to IT Fundamentals ITF However the FC0 U61 exam objectives are exactly the same After the book was printed with IT Fundamentals in the title CompTIA changed the name to IT Fundamentals ITF We have corrected the title to IT Fundamentals ITF in subsequent book printings but earlier printings that were sold may still show IT Fundamentals in the title Please rest assured that the book content is 100% the same The ultimate study guide for the essential entry level IT cert The CompTIA IT Fundamentals Study Guide Exam FC0 U61 Second Edition is your ideal companion for comprehensive exam preparation Covering 100 percent of the latest exam objectives this book contains everything you need to know to pass with flying colors the first time Clear concise language breaks down fundamental IT concepts to help you truly grasp important concepts and practical examples illustrate how each new skill is applied in real world situations You ll learn your way around hardware and software conduct installations and connect to networks to get a workstation up and running smoothly you ll also develop the knowledge base needed to identify compatibility and security issues mitigate risks and conduct all important preventative maintenance that keeps the end user problem free The CompTIA IT Fundamentals certification validates your skills as a systems support specialist and gets your foot in the door to a successful IT career This book is your ultimate preparation resource with expert guidance backed by online tools to take your preparation to the next level Master 100 percent of Exam FC0 U61 objectives Learn real world applications and practical on the job skills Know what to expect with exam highlights and review questions Includes 1 year free access to Sybex s online study tools including flashcards chapter tests and a practice exam all supported by Wiley s support agents who are available 24x7 via email or live chat to assist with access and login questions The IT department is instrumental in keeping any organization on its feet As support staff you will be called upon to assess and repair common problems set up and configure workstations address individual issues and much more If you decide to continue on to more advanced IT positions the CompTIA IT Fundamentals certification is a great springboard if you re ready to launch your career the CompTIA IT Fundamentals Study Guide offers complete practical prep to help you face the exam with confidence

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