Exploring Microsoft Excel Grauer Chapter 1

This book covers introductory Microsoft Word, Excel, Access, and PowerPoint, with an additional Windows 10 chapter. 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. Also available with MyITLab MyITLab is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. 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. Also available with MyITLab MyITLab (r)
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Chapter 1

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"For any course teaching application software using Microsoft Office 97 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation common design, pedagogy, writing style, and level. Concepts as well as key-strokes are emphasized. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author team's hands-on approach and conceptual framework helps students master important concepts, as well as the features of the powerful Office 97 applications. For any course teaching application software using Microsoft Office 2000 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation - common design, pedagogy, and writing style. Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author team's hands-on approach and conceptual framework helps students master important concepts, as well as the features of the powerful new Office 2000 applications. MOUS Certification throughout the expert level for all individual applications and Office 2000. Provides the necessary training to pass the MOUS exam at the expert level, preparing students to enter today's job market. The Proficient Certification Edition provides training for the proficient level MOUS exam in all Office 2000 applications. Quality, four-color, spiral bound - Exploring Office 2000 series covers Word 2000, Access 2000, Excel 2000, and PowerPoint 2000. There are three combined texts in the series, Exploring Microsoft Office 2000, Vol. I and II and Brief Office ProFor any course teaching application software using Microsoft Office 2002 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. The Exploring MS Office XP series gives the when and why of performing tasks in Office XP; it provides new integrated, real-world practice exercises; it's customizable in the RightPHit Program, certified to the core, and provides expert levels of Microsoft Office XP. *NEW-Integrated exercises throughout the end-of-chapter material marked with Integration icon. Challenge students to solve problems utilizing multiple applications within the Office suite. *NEW-Expanded coverage of the Internet, including E-Commerce and Web page creation. *NEW-Revised coverage of computer concepts. New coverage includes E-Commerce, file compression and expanded e-mail coverage. *NEW-Now includes coverage of Windows 2000 Professional and ME. *NEW-Revised Excel coverage - Updated to provide students with exercises and examples based on current trends and technologies. *NEW-Chapter 2 Excel-Entirely rewritten and features new business examples, as well as coverage of web queries, web integration, and businessThe Exploring Microsoft® Office 365® series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve high-level leaning outcomes by engaging them in the way they learn best -- through hands-on practice. A dozen exercises in each chapter range from multiple-choice questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition is Mac compatible and adds new critical thinking assignments to help students build fundamental 21st-century skills. This book introduces Microsoft Excel 2002 users to the “when and why” of performing
tasks and up-to-date information on current applications. Chapter topics cover list and data management, 3-D workbooks and file linking, automating repetitive tasks with macros and visual basic, and auditing and templates. For users of Microsoft Excel 2002. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Microsoft Access. 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. Also available with MyITLab MyITLab is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. This series gives the 'how and why' of performing tasks in Office 2003. It provides new chapter opening case studies, real-world practice exercises; full business and integrated end of chapter cases, and expert topics of Microsoft Office 2003. More than tThe "Exploring Windows 95" series has been updated to accommodate the Microsoft Windows 95 operating system. Problem sets have been expanded to review and extend the information, with four levels of end-of-chapter exercises. This work explores Microsoft WoWhen Comprehension through Context is Critical: The Grauer Series. The Grauer Series is the gold standard in Microsoft Office Applications texts. These texts not only direct students through Excel 2002 tasks, but it provides the "when" and the "why" of performing those tasks. With all new "Integration" problems and over 80% new exercises, The Grauer Series has the reinforcement tools to support and challenge students. The Grauer Series is customizable through the RightPHIT program, making it a tailored courseware option. Microsoft Certified to the EXPERT level, these texts contain the depth of coverage your students needs. The most complete coverage of the Office XP curriculum available, so you can go beyond the basics, and get certified! When learning how to use Office XP just isn't enough Exploring Office XP by Grauer and Barber teaches you "when" and "why" to perform tasks in XP! Grauer and Barber's text is a superior Office XP reference tool for you to use in class, on personal projects, or on the job! Hands-on exercises in each chapter! Step-by-step, in chapter reviews of the topics covered! New integrated exercises! Practice using multiple applications together! In-text boxes! Get tips on pitfalls and shortcuts to make using Office XP easier! www.prenhall.com/grauer - Your on-line resource to Explore Microsoft(R) Office XP - Use the interactive study guide - Use the student data files - Use the on-line exercises. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Access. Move students beyond the 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, any time. 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. NOTE: Before purchasing, check with your instructor to ensure you select the correct ISBN. Several versions of Pearson’s MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson’s MyLab & Mastering products, you may also need a Course ID, which your instructor will provide. Used books, rentals, and purchases made outside of Pearson if purchasing or renting from companies other than Pearson, the access codes for Pearson’s MyLab & Mastering products may not be included, may be incorrect, or may be previously redeemed. Check with the seller before completing your purchase. The eighth edition of Measurement and Evaluation in Physical Education and Exercise Science, now published in paperback and hardback, offers students a clear and practical guide to best practice for measurement and evaluation in school- and nonschool-based physical activity programs. Written by two academics with backgrounds in physical education teacher education (PETE), the book emphasizes the link between theory and practice and reflects the most recent changes in national physical education programs. It covers a full range of introductory topics, including current trends in measurement and evaluation, program development, statistics, test selection, and an expanded chapter on alternative assessment, before introducing: • measurement for health-related physical fitness • measurement for psychomotor skills • measurement for cognitive knowledge • measurement for affective behaviors • grading • self-evaluation. Each chapter features learning aids such as objectives, key terms, practical applications, and review questions, while an appendix offers in-depth Excel assignments. Offering a full companion website featuring an instructor’s manual, lecture slides, and a test bank, Measurement and Evaluation in Physical Education and Exercise Science is a complete resource for instructors and students, alike. It is an essential text for students in measurement and evaluation classes as part of a degree program in physical education, exercise science or kinesiology, and a valuable reference for practitioners seeking to inform their professional practice. All books in this series offer consistent presentation—common design, pedagogy, and writing style. Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of practice time. MOUS Certification throughout the expert level for all individual applications and Office 2000. Three levels of chapter-ending exercises, multiple choice, practice, and case studies. For anyone interested in becoming more proficient in Microsoft Office 2000. For any course introducing students to the Internet; may be taught out of any departments on campus. These are the newest books in our best-selling Exploring Windows Series. They will appeal to students from a variety of disciplines and are written at a level that assumes no prior knowledge of the Internet or Netscape. Featuring a step-by-step approach that is complimented by non-technical discussions of the concepts, students will find the texts informative and easy to understand. * Hands-on experience in addition to the rationale behind what is being done. * Allows students to learn by doing as well as learning the reasoning. Each chapter has a Learning by Doing section that includes several hands-on exercises. * Available in two versions—The comprehensive (290 pp.) Exploring edition (0-13-271693-3) and the briefer (160 pp.) Essentials edition (0-13-595778-8); these four color, spiral bound texts were written by our popular author team—Grauer and Marx. * Offers instructors a choice of which book fits their course length and depth of coverage. * Coverage of the World Wide Web, Netscape, E-mail, URLs, HTML, special appendix ‘Hot Sites on the Internet.’ * Students benefit from coverageThis is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This three-chapter book provides an overview of VBA and then a full chapter each on VBA in Excel and VBA in Access. It is an ideal complement to the Excel or Access Comprehensive textbook for those looking for more VBA coverage. Beyond point-and-click The goal of the Exploring series is to
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The "Exploring Windows 95" series has been updated to accommodate the Microsoft Windows 95 operating system. Problem sets have been expanded to review and extend the information, with four levels of end-of-chapter exercises. This work explores Microsoft Excel ideal for students and individuals seeking an introduction to Microsoft Excel 2013. The Exploring series charts readers beyond the "point and click," helping them understand WHY they use Microsoft Office skills along with HOW they perform them. The latest edition provides an easy-to-follow map through each chapter to help readers learn, study, and review efficiently and be successful in this class and beyond. The entire approach allows students to map their way quickly and easily through the book, focusing on the key objectives, and using their own efficient study habits as a model for success.

Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalize Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Move Beyond the Point and Click: Students can move beyond the basics of the software at a faster pace, without sacrificing coverage of fundamental skills. Extend Learning Beyond the Classroom: A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime, anywhere.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book covers introductory Word, Excel, Access, and PowerPoint, with an additional Windows 8 chapter. Move students beyond the 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, any time. 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. NOTE: This is just the spiral bound book with access card that includes the online content that used to be on the CD/DVD. ALERT: If the student wants access to MyITLab, they would need to order the package ISBN that includes the book and the MyITLab access card. There are many packages that include MyITLab so the student should request the ISBN from their Instructor before purchasing. Several versions of Pearson's MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson's MyLab & Mastering products, you may also need a Course ID, which
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Chapter 1

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Exploring series is to move students beyond the point and click to help them understand why and when they would perform a skill in MS Office Excel. For Introductory Computer courses in Microsoft Office XP or courses in Computer Concepts with a lab component for Microsoft Office XP applications. Master the How and Why of Office XP! Students master the "How and Why" of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems. Take your students into the next millennium with the new Exploring Microsoft Office 2000 Professional series. Grauer and Barber's long established hands-on approach and conceptual framework helps students master important concepts as well as the newest features of the powerful office 2000 environment. For any course teaching application software using Microsoft Office 2000 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation common design, pedagogy, and writing style. Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author team's hands-on approach and conceptual framework helps students master important concepts, as well as the features of the powerful new Office 2000 applications. For Introductory Computer courses in Microsoft Office XP or courses in Computer Concepts with a lab component for Microsoft Office XP applications. Master the How and Why of Office XP! Students master the "How and Why" of performing tasks in Office and g