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# Microsoft Excel 2013: Levels 1 And 2: Text With Data Files (Benchmark Series)



## Synopsis

With Paradigm's new Benchmark Series: Microsoft Excel 2013 Levels 1 and 2, students build mastery skills in the Excel 2013 application. Its project-based approach creates a realistic context for learning practical skills. Key Features\* Teaches key skills for using Windows 8 and Internet Explorer 10.\* Mentoring instructional style guides students step-by-step in creating, formatting, and maintaining Excel workbooks for numbers-based data analysis.\* Case study assessments of chapter and unit levels test students' abilities to solve problems independently.

## Book Information

Series: Benchmark Series

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Average Customer Review: 3.9 out of 5 stars [See all reviews](#) (33 customer reviews)

Best Sellers Rank: #51,373 in Books (See Top 100 in Books) #50 in [Books > Computers & Technology > Business Technology > Software > Spreadsheets](#) #296 in [Books > Computers & Technology > Software](#)

## Customer Reviews

The book explains how to use Excel 2013 simply, but fully. I am taking it as a college student for certification - required for accounting majors. After written descriptions of the different ways to use Excel 2013, there are a number of projects that incorporate and allow for the practice of what was just learned. The projects include 2 or 3 different methods to accomplish different tasks in Workbooks/Worksheets. The book is easy to follow and makes it easy to learn Excel 2013.

When my package arrived it was packaged very well. Impressive even. When I opened the package I was disappointed at the condition. I would expect when paying the price for a book of \$100.00 and up it should not be a dog eared book. That was a disappointment, I have to iron the book to get the front cover too be straight, and quite a few pages. I feel if there is any damage at all to the book. The seller should not advertise anything other than good condition. And should not charge top dollar for

a book in this condition.

This book breaks excel down in very simple and basic steps and builds on those steps to give the reader a thorough knowledge and grasp of excel. Each chapter has lessons and projects for the student to complete.

False advertised that a CD would come with the book. Right in the Title of the product. Will never get text materials from again.

Book was in good condition. But they advertised as saying that all supplemental materials were included. The CD was NOT included with the book, so they made a false assertion about the product.

It said "may include cdrom" it did not include the cd

Paid more \$\$ than it was used for.

This is a great way to learn about Excel 2013 by Nita Rutkosky. This series walks you through everything you need to know about Excel.

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