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## *Microsoft Excel Study Guide 2013 420*

***Demonstrate your expertise  
with Microsoft Office!  
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***Word Expert Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on***

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***practice tasks to apply what you've learned Includes downloadable practice files Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using***

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***PivotTables, and collaborating online.***

***The go-to reference for the new Office Home & Student2013 The Home & Student version of Microsoft Office targets the home and education markets, covering***

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***the four applications mostused outside the workplace: Word, Excel, PowerPoint, and OneNote. The minibooks in this essential All-in-One guide includereal-world examples and projects that cover the new features***

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***and capabilities of Office 2013. Straightforward advice and beneficial projects help you to learn the basics of creating a resume in Word, establishing a home budget in Excel, developing a dynamic school presentation***

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***with PowerPoint, and taking notes in OneNote. Targets home and school users of Office 2013, who primarily use Word, Excel, PowerPoint, and OneNote Walks you through how to use Office 2013 for everyday***

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***OneNote Shares common  
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each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Ready-made practice files Sharpen the skills measured by these

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objectives: Manage  
Worksheets and Workbooks  
Manage Data Cells and  
Ranges Manage Tables and  
Table Data Perform  
Operations by Using  
Formulas and Functions



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**of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details :<http://aka.ms/analyzingdata/det>**

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Excel 2002

Forget the 10,000 hour rule—what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do.

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What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it

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takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most

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frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In The First



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productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well.

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Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to

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touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches:

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Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better.

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Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice

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those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accu-

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Workbook Options and  
Settings Manage and Format  
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Certification A Microsoft  
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*and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification*

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