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capable of using of computer technology ranging from basic hardware and software to operating systems, applications, and the Internet. These skills position readers to advance their careers through additional computer certifications, such as CompTIA's A+ and similar exams. Today, more than ever, computers and Internet skills are prerequisites for employment and higher education. Employers and universities now understand that exposure to computers does not equal understanding computers. This book provides the knowledge and skills that a functional user of computer hardware, software, networks, and the Internet needs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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A Guide to Microsoft Excel 2013 for Scientists and Engineers Academic Press Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated - Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability

Excel 2013: The Missing Manual "O'Reilly Media, Inc." The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on

the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. **MOS 2016 Study Guide for Microsoft Excel** [Microsoft Press](#) 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. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create 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 validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. **MOS 2013 Study Guide for Microsoft Word** [MOS 2013 Stud Gui Mic Wo_p1 Pearson Education](#) Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, 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 practice tasks to apply what you've learned Includes downloadable practice files **ECMLG 2021 17th European Conference on Management, Leadership and Governance** [Academic Conferences limited](#) **New Perspectives on Microsoft Excel 2013, Comprehensive** [Cengage Learning](#) With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition** [Cengage Learning](#) Readers develop the Microsoft Excel 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT EXCEL 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps

readers navigate Windows 8. Readers discover success with MS Excel 2013 as *NEW PERSPECTIVES MICROSOFT EXCEL 2013* emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel Basics In 30 Minutes, 2nd Edition, 2nd Edition Updated for Excel 2016! Here's your chance to finally learn how to use Microsoft Excel! In a single sitting, this quick and easy user guide will help you learn MS Excel basics, from navigating the home screen to working with formulas and charts. It's a great Excel tutorial that will help you in the office, at school, or even at home. *Excel Basics In 30 Minutes, 2nd Edition* is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2016, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2013 and Excel 2010. If you don't own Excel, the book explains how to use two free online spreadsheets programs: Excel Online and Google Sheets (part of the Google Drive online office suite). Topics in this top-selling Excel book include: Excel screen layout, cells, and terminology; Excel 2016 vs. Excel Online vs. Google Sheets; Basic Excel formatting; AutoFill; Excel formulas and functions; How to make charts in Excel; Sorting and filtering; Collaboration and sharing; Exporting PDF, CSV, and other forms; Printing tips; Excel import and export formats (PDF, .CSV, .TSV, text, etc.). The second edition is up-to-date with new instructions and high-resolution screenshots of Excel 2016, Excel Online, and the new Google Sheets. It includes new sections about collaboration, OneDrive, and other features.

Microsoft Office 2016 for Mac: The Complete Beginner's Guide *Conceptual Kings* Mac users need not be bothered in the least as the 2016 versions of Word, OneNote, Outlook, Excel and Word are here to give you the best experience ever. In addition to all the cool new features that are packed into this software you can have the entire suite cloud-connected, so you can have all your documents at your disposal anytime and place. You will enjoy the comfort ease of locating important information anywhere you are. You will also be able to capitalize on the great opportunity of sharing your documents with your friends, family or colleagues as you get your most important tasks done with easy and great new features.

Exam 77-420 Microsoft Excel 2013 *Wiley* 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 today's 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.

Social Commerce Marketing, Technology and Management [Springer](#) This is a multidisciplinary textbook on social commerce by leading authors of e-commerce and e-marketing textbooks, with contributions by several industry experts. It is effectively the first true textbook on this topic and can be used in one of the following ways: Textbook for a standalone elective course at the undergraduate or graduate levels (including MBA and executive MBA programs) Supplementary text in marketing, management or Information Systems disciplines Training courses in industry Support resources for researchers and practitioners in the fields of marketing, management and information management The book examines the latest trends in e-commerce, including social businesses, social networking, social collaboration, innovations and mobility. Individual chapters cover tools and platforms for social commerce; supporting theories and concepts; marketing communications; customer engagement and metrics; social shopping; social customer service and CRM contents; the social enterprise; innovative applications; strategy and performance management; and implementing social commerce systems. Each chapter also includes a real-world example as an opening case; application cases and examples; exhibits; a chapter summary; review questions and end-of-chapter exercises. The book also includes a glossary and key terms, as well as supplementary materials that include PowerPoint lecture notes, an Instructor's Manual, a test bank and five online tutorials.

Handbook of Research on Strategic Performance Management and Measurement Using Data Envelopment Analysis [IGI Global](#) Organizations can use the valuable tool of data envelopment analysis (DEA) to make informed decisions on developing successful strategies, setting specific goals, and identifying underperforming activities to improve the output or outcome of performance measurement. The Handbook of Research on Strategic Performance Management and Measurement Using Data Envelopment Analysis highlights the advantages of using DEA as a tool to improve business performance and identify sources of inefficiency in public and private organizations. These recently developed theories and applications of DEA will be useful for policymakers, managers, and practitioners in the areas of sustainable development of our society including environment, agriculture, finance, and higher education sectors.

Microsoft Excel 2013 Building Data Models with PowerPivot Building Data Models with PowerPivot [Pearson Education](#) Your guide to quickly turn data into results. Transform your skills, data, and business—and create your own BI solutions using software you already know and love: Microsoft Excel. Two business intelligence (BI) experts take you inside PowerPivot functionality for Excel 2013, with a focus on real world scenarios, problem-solving, and data modeling. You'll learn how to quickly turn mass quantities of data into meaningful information and on-the-job results—no programming required! Understand the differences between PowerPivot for Self Service BI and SQL Server Analysis Services for Corporate BI Extend your existing data-analysis skills to create your own BI

solutions Quickly manipulate large data sets, often in millions of rows Perform simple-to-sophisticated calculations and what-if analysis Create complex reporting systems with data modeling and Data Analysis Expressions Share your results effortlessly across your organization using Microsoft SharePoint Authors' note on using Microsoft Excel 2016: This book's content was written against Excel 2013, but it is useful and valid for users of Excel 2016 too. Excel 2016 introduces several new DAX functions and an improved editor for DAX without changing any existing behavior. In other words, all of the concepts and examples explained in this book continue to work with Excel 2016. **Microsoft Office Professional 2013** Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint. **Enhanced Microsoft Excel 2013: Illustrated Complete** Cengage Learning Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series - **ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE**. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **AWS Certified Security Study Guide Specialty (SCS-C01) Exam** John Wiley & Sons Get prepared for the AWS Certified Security Specialty certification with this excellent resource By earning the AWS Certified Security Specialty certification, IT professionals can gain valuable recognition as cloud security experts. The AWS Certified Security Study Guide: Specialty (SCS-C01) Exam helps cloud security practitioners prepare for success on the certification exam. It's also an excellent reference for professionals, covering security best practices and the implementation of security features for clients or employers. Architects and engineers with knowledge of cloud computing architectures will find significant value in this book, which offers guidance on primary security threats and defense principles. Amazon Web Services security controls and tools are explained through real-world scenarios. These examples demonstrate how professionals can design, build, and operate secure cloud environments that run modern applications. The study guide serves as a primary source for those who are ready to apply their skills and seek certification. It addresses how cybersecurity can be improved using the AWS cloud and its native security services. Readers will benefit from detailed coverage of AWS Certified Security Specialty Exam topics. Covers all AWS Certified Security Specialty exam topics Explains AWS cybersecurity techniques and incident response Covers logging and monitoring using the Amazon cloud Examines infrastructure security Describes access management and data protection With a

single study resource, you can learn how to enhance security through the automation, troubleshooting, and development integration capabilities available with cloud computing. You will also discover services and tools to develop security plans that work in sync with cloud adoption. **Microsoft Office 2013 Visual QuickStart Guide** [Peachpit Press](#) Visual QuickStart Guides, designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2013: Visual QuickStart Guide, written by best-selling author Steve Schwartz, has been extensively rewritten to provide expanded coverage of the core Office applications: Word, Excel, PowerPoint, and Outlook, provides in-depth instructions on many of the new features and changes introduced in Office 2013, and offers a thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this procedure and WHEN it's best to use it. Includes eBook In addition to concise, step-by-step explanations of core tools and tasks, with plenty of helpful screen shots to keep you on track as you work, Microsoft Office 2013 for Windows: Visual QuickStart Guide includes the eBook. You can download digital versions of this book to load on the mobile device of your choice so that you can continue learning whenever and wherever you are. We provide you with EPUB, PDF, and MOBI eBook formats to ensure that you get the experience that best suits your viewing needs. **MOS 2013 Study Guide for Microsoft Access** [Pearson Education](#) Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Access Microsoft Office Specialist (MOS) exam, 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 practice tasks to apply what you've learned Includes downloadable practice files **E-Learning Companion: Student's Guide to Online Success** [Cengage Learning](#) E-LEARNING COMPANION serves as a resource and quick-reference guide for any course that demands technology skills. In addition to helping students adapt previously mastered skills--such as time management, note-taking, and critical thinking--to the online environment, this text shows students how social networking, cloud file storage, wikis, and blogs can be utilized appropriately and effectively in a college course. Technical terminology and how-to tutorials help students become more capable and flexible online learners, and build skills that will support them throughout college and their future careers. The Fourth Edition is fully updated to be current and relevant for today's online learning environments, and also includes new Workplace Applications, and coverage of professional behavior and professional emails. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **Excel 2013 for Business Statistics A Guide to Solving Practical Business Problems** [Springer](#) This is the first book to show the capabilities of Microsoft Excel to teach business statistics effectively. It is a step-by-step exercise-driven guide for students and practitioners who need to master Excel to solve practical business problems. If

understanding statistics isn't your strongest suit, you are not especially mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and managers, is also an effective teaching and learning tool for quantitative analyses in business courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, *Excel 2013 for Business Statistics: A Guide to Solving Practical Problems* is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand business problems. Practice problems are provided at the end of each chapter with their solutions in an Appendix. Separately, there is a full Practice Test (with answers in an Appendix) that allows readers to test what they have learned.

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emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS PowerPoint 2013 as NEW PERSPECTIVES MICROSOFT POWERPOINT 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition** Cengage Learning With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 engages you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, New Perspectives improves learning outcomes and transference of skills by helping you understand the importance of what you're learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **Malware Forensics Field Guide for Linux Systems** Digital Forensics Field Guides Newnes Malware Forensics Field Guide for Linux Systems is a handy reference that shows students the essential tools needed to do computer forensics analysis at the crime scene. It is part of Syngress Digital Forensics Field Guides, a series of companions for any digital and computer forensic student, investigator or analyst. Each Guide is a toolkit, with checklists for specific tasks, case studies of difficult situations, and expert analyst tips that will aid in recovering data from digital media that will be used in criminal prosecution. This book collects data from all methods of electronic data storage and transfer devices, including computers, laptops, PDAs and the images, spreadsheets and other types of files stored on these devices. It is specific for Linux-based systems, where new malware is developed every day. The authors are world-renowned leaders in investigating and analyzing malicious code. Chapters cover malware incident response - volatile data collection and examination on a live Linux system; analysis of physical and process memory dumps for malware artifacts; post-mortem forensics - discovering and extracting malware and associated artifacts from Linux systems; legal considerations; file identification and profiling initial analysis of a suspect file on a Linux system; and analysis of a suspect program. This book will appeal to computer forensic investigators, analysts, and specialists. A compendium of on-the-job tasks and checklists Specific for Linux-based systems in which new malware is developed every day Authors are world-renowned leaders in investigating and analyzing malicious code