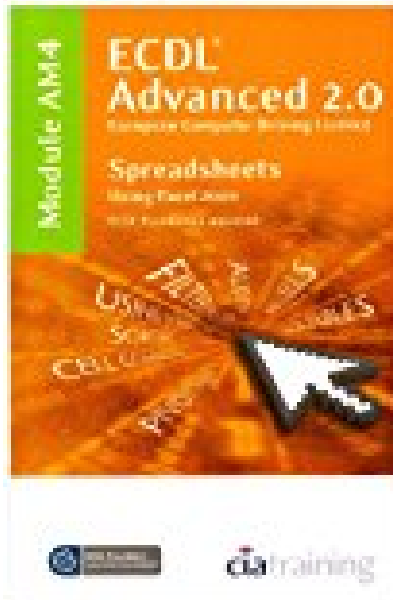


ECDL Advanced Syllabus 2.0 Module AM4 Spreadsheets Using Excel 2003



BOOK DETAILS

- Author : CiA Training Ltd.
- Pages : 180 Pages
- Publisher : CiA Training Ltd
- Language : English
- ISBN : 1860056520

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BOOK SYNOPSIS

Offering a comprehensive, "step-by-step" approach to the subject, Business Statistics Using Excel, Second Edition, gives students the tools and skills they need to succeed in their coursework. FEATURES - "Techniques in Practice" exercises at the end of each chapter encourage self-assessment - Excel screenshots provide clear and helpful examples that illustrate how to apply Excel skills to business statistics - Full integration of Excel exercises and applications--both in the textbook and on the Companion Website--enable both classroom-led learning or self-directed study NEW TO THIS EDITION - Expanded coverage of probability and probability distributions - Updated checklists help students to link the skills to their own development portfolios - All chapters have been fully revised and updated to include additional examples, explanations, and discussion questions - Greater emphasis on employability skills, which enables students to contextualize their learning and also helps them to identify how these skills can be applied and valued in real business environments The accompanying Companion Website offers a variety of features: For students: - Introduction to Microsoft Excel 2010 - Self-test multiple-choice questions - Data from the exercises in the book - Links to key websites - Online glossary - Revision tips - Visual walk-throughs - Numerical-skills workbook: New to the second edition, this online refresher course covering basic math and Microsoft Excel helps reinforce students confidence in their mathematical ability For instructors: - Instructors Manual containing a guide to structuring lectures and worked-out answers to exercises in the book - PowerPoint slides - A Testbank with thirty questions per chapter

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