There are certain computer skills that are both essential to employability and incredibly useful in everyday life. The ability to construct, use, and interpret spreadsheets is one of these skills. Familiarity with spreadsheet programs is an increasingly obligatory prerequisite for any office job, as is the creation, maintenance, and effective interpretation of spreadsheets and their data. Spreadsheets are an essential professional and academic asset and a useful personal tool. This book tells readers everything they need to know to get started creating spreadsheets for various tasks and utilities; plugging in relevant data; maintaining, updating, and revising the spreadsheet; and drawing accurate conclusions from the processed data. With step-by-step instructions for various standard tasks, this book makes working with spreadsheets both fun and easy.

**Book Information**

Series: Digital & Information Literacy (Paper)

Paperback: 48 pages

Publisher: Rosen Central (August 15, 2010)

Language: English

ISBN-10: 1448805953


Product Dimensions: 7 x 0.1 x 8.5 inches

Shipping Weight: 4 ounces (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #10,230,736 in Books (See Top 100 in Books) #57 in Books > Teens > Education & Reference > Science & Technology > Computers > Software #2241 in Books > Teens > Hobbies & Games

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