

ESSENTIAL  COMPUTERS

S P R E A D S H E E T S

CREATING WORKSHEETS

*Sorting data • Moving
cell contents • Data
series •*

Setting

up worksheets •

Editing • Copying •

Using formulas

and calculations



ROBERT DINWIDDIE

Creating Worksheets Essential Computers

Timothy J. O'Leary, Linda I. O'Leary



Creating Worksheets Essential Computers:

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Learning the Essentials for Getting Started with Computers ,2001 **Spreadsheets** Robert Dinwiddie, 2000 Describes the basic skills needed to create worksheets on Microsoft Excel with sections on entering data and building and editing worksheets Computing Essentials Timothy J. O'Leary, Linda I. O'Leary, 2001 This highly illustrated and colorful textbook explains the basics of computer hardware and software for non technical students Topics include office software packages web browsers utilities input and output devices data storage formats networks multimedia presentations and software development Essential Computer Concepts with Microcomputer Applications Shelly, James S. Quasney, 1991-03 McGraw-Hill Computing Essentials ,1998 **Computer Essentials** Timothy J. O'Leary, Linda I. O'Leary, 1997-12 This book offers condensed coverage of computing basics Software applications on the CD ROM enhance the text to offer a thorough grounding in the fundamentals *Essential Applications for the IBM PC and XT* Patrick Plemmons, 1984 Discusses Spreadsheets Word Processing Data Base Management Accounting Financial Programs Graphics Integrated Software Information Transfers Executive ,2000 **Essential Computer Concepts** Gary B. Shelly, Thomas J. Cashman, James S. Quasney, 1990 *McGraw-Hill Computing Essentials* Timothy J. O'Leary, Linda I. O'Leary, 1995 This text contains all the general information that students need to understand how the hardware of a modern personal computer works Students are shown how the CPU operates how files are stored how computers are programmed and how they communicate to printers and networks Ethics and security issues are covered and the book also takes a look at what the future may have in store Other topics of interest include virtual reality HCI and the Internet Designing Documents John Watson, 2002 This guide to using Microsoft Word 2000 helps you to master the basic skills needed for creating attractive documents including selecting fonts working with paragraphs working with lists and columns working with style sheets and more *Personalizing Your PC* Rob Beattie, 2000 From word processing to navigating the internet the Essential Computers series provides a simple visual

reference to all the computer skills you need Written in clear concise language these easy to use guides will bring you up to speed on the information superhighway Each guide is problem specific offering step by step solutions to a wide range of subjects from managing your e mail to creating spreadsheets Actual computer screen images help guide the reader through each task

New Perspectives on Computer Concepts - Essentials Fourth Edition June Jamrich Parsons, Dan Oja, 1999-11 Part of the New Perspectives Series this 40 page concepts text is a great way to add a little concepts coverage to your course

1-2-3 for Windows Release 5 Essentials Donna M. Matherly, 1995 The quickest easiest way to master the basics Projects show students how to apply skills Computerese defined in plain English Full color screens guide students through step by step tutorials More easy to follow examples inside

McGraw-Hill Computing Essentials, 1993-1994 Timothy J. O'Leary, Brian K. Williams, Linda I. O'Leary, 1993 This text is the concepts portion of the O Leary Microcomputing Annual Edition containing 300 pages of computer concepts It remains up to date with the dynamic and ever changing world of microcomputer concepts and there is coverage of systems software changes in MS DOS 5 0 DR DOS 6 0 Windows 3 1 and OS 2 powerful supercomputers conventional extended expanded and cache memory pen based computing data compression magneto optical disk drives faster modes and visual BASIC

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