



## New Perspectives on Microsoft Excel 2013, Comprehensive

*By June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey, Carol DesJardins*

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## **Editorial Review**

### Review

Managing Your Files. Tutorial 1: Getting Started with Excel. Tutorial 2: Formatting Workbook Text and Data. Tutorial 3: Calculating Data with Formulas and Functions. Tutorial 4: Analyzing and Charting Financial Data. Tutorial 5: Creating Excel Tables, PivotTables, and PivotCharts. Tutorial 6: Managing Multiple Worksheets and Workbooks. Tutorial 7: Developing an Excel Application. Tutorial 8: Working with Advanced Functions. Tutorial 9: Exploring Financial Tools and Functions. Tutorial 10: Performing What-If Analyses. Tutorial 11: Connecting to External Data. Tutorial 12: Enhancing Excel with Visual Basic for Applications. Additional Cases. Appendix A: Using Text Functions and Creating Custom Formats. Appendix B: Using Advanced Filters, Database, and Summary IFS Functions. Appendix C: Creating a Shared Workbook. Appendix D: Working with Enhanced Formatting Tools.

### About the Author

June Parsons purchased her first computer, an Apple II+, in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year she opened a successful small computer retail store with Dan Oja that also offered software instruction to children and adults. Dr. Parsons taught at the university level for more than 20 years. She holds a doctorate in Educational Technology and was certified by the ICCP in 1995. Dr. Parsons began writing and creating educational software for Course Technology in 1992. She contributed to the Windows for Business and Illustrated Series and developed the New Perspectives, e-Course, and Practical series. She works via the Internet with a team of highly skilled media specialists and desktop publishers located in various states and provinces.

An esteemed professional and respected author, Dan Oja, along with June Parsons, purchased an Apple II+ in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year, he and Dr. Parsons opened a successful small computer retail store that offered software instruction to children and adults. With Dr. Parsons, Mr. Oja began writing and creating educational software for Course Technology in 1992. Together, they contributed to the leading success of the Windows for Business and Illustrated Series. They also developed the New Perspectives, e-Course, and Practical series. Today, Mr. Oja's and Dr. Parson's team of highly skilled media specialists and desktop publishers located in various states and provinces work together via the Internet to deliver exceptional texts.

Roy Ageloff has taught courses in computer programming, database design and development, accounting information systems, and office productivity software at the University of Rhode Island and has written textbooks in programming languages, database software, and spreadsheet applications. He is a business consultant and teacher at Paradise Valley Community College, Arizona.

Mr. Patrick Carey received his M.S. in Biostatistics from the University of Wisconsin, where he worked as a researcher designing and analyzing clinical studies. He co-authored his first textbook on using Excel as a statistical tool. Today, Mr. Carey has authored or co-authored more than 20 leading academic and trade texts for the software industry.

Ms. Carol DesJardins spent 25 years in the private sector as a programmer, systems analyst and eventually Chief Information Officer. During that time, she honed her skills with Excel as an analysis tool. She transitioned her knowledge to the classroom and has taught several applications and programming courses. Ms. DesJardins co-authored her first textbook on Excel. In addition to writing, she continues to teach at St.

Clair County Community College.

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