



## BASICS TO BUSINESS MINDING YOUR BUSINESS WITH EXCEL

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By S. D. Moore

1st Book Library. Paperback. Book Condition: New. Paperback. 48 pages. Dimensions: 11.0in. x 8.2in. x 0.1in. Dont let the size of this book fool you. Its packed with tips, exercises and illustrations. In Basics to Business Minding Your Business with Excel, author S, D. Moore illustrates simple applications for using Excel in a small business. The author reveals a step by step guide to learning the useful business applications of Excel. The book is divided into two sections part one The Basics covers the basic functions of Excel; including worksheet structure, formulas, sorting, filtering, and helpful exercises. Part two, Business Applications is loaded with valuable sample business startup documents as well as clear guidance designed to teach the simplicity of setting up a financial management system. The second section also includes practical exercises that demonstrate the ease of managing payroll, developing and linking budgets to balance sheets and income statements. Also included is valuable instruction on webpage and charts design. Basics to Business Minding Your Business with Excel, is more than a tech book. Its a learning and business resource in a clear, concise package. Entrepreneurs and business studies students love it! Great teaching tool! This item ships from multiple locations....



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