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personal users for a variety of tasks This book will provide the fundamental information you need to meet the objectives of your course As we developed the structure for this volume we decided to offer the most popular programs that run on virtually all generations of IBM compatible PCs In a book tailored for the college and professional level We noticed there was no book designed for use in academic or workshop settings Pref Lotus 1-2-3 Dennis P. Curtin,1991 *Lotus 1-2-3 for Beginners* Rebecca C. Latif,Rebecca Latif-Pembry,1988 *Introducing Lotus 1-2-3 Release 4 for Windows* Jeffrey Stipes,Timothy N. Trainor,1994 This brief tutorial focuses on the most commonly used features of Lotus 1 2 3 Release 4 for Windows spreadsheet software The text is suitable for introductory hands on lab work and is comparable to the O Leary lab modules Screen displays monitor student progress practice time exercises reinforce concepts in each lesson and alternatives illustrate shortcuts and optional methods to execute commands Advanced Lotus 1-2-3, Release 2.2 Ric Williams,Andrew T. Williams,1992 Advanced Lotus 1 2 3 Release 2 2 grew from a need for a text tutorial that could help students combine advanced spreadsheet skills with practical business applications Lotus 1 2 3 Release 2 2 is a spreadsheet program with many features such as interactive macros customized menus templates data tables import and export commands database functions desktop publishing tools and data regression capability This book presents nine chapters with nine tutorials based on completing actual business tasks that require quantitative analysis This book is designed to teach Lotus 1 2 3 Release 2 2 on the IBM PC XT AT PS 2 or a compatible computer with a minimum of 512K memory To gain the full functions of the Allways add in program discussed in Chapters 5 and 6 student computers require graphics capability and a hard disk Pref

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