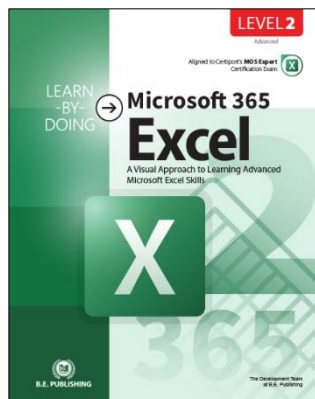




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## Aligned to the Microsoft Office Specialist: Excel Expert Exam

# Learn-by-Doing: Microsoft 365 - Excel (Level 2)

A Visual Approach to Learning Advanced Microsoft Excel Skills

### Overview

**Learn-by-Doing: Microsoft 365 - Excel (Level 2)** uses a graphical, screenshot-based approach to support students in mastering the **advanced** tools and features of Microsoft Excel. Students already familiar with the basics of Excel will explore advanced skills—such as using lookup and reference functions, performing data analysis, and working with PivotTables—in an illustrated format, helping them gain valuable workplace skills and master this essential business application.

This text is designed to be used by students enrolled in a computer applications course that includes spreadsheets in its curriculum and assumes students have already mastered beginner to intermediate skills, including those presented in Level 1 of this series.

### Microsoft Office Specialist: Excel Expert Certification

Learn-by-Doing: Microsoft 365 – Excel (Level 2) is 100% aligned to the skills assessed in Microsoft Office Specialist: Excel Expert Certification Exam and is endorsed by Certipoint, the leading provider of certification exams.

### Features

- Over 35 engaging lessons covering advanced Excel skills
- Skills Mastery Assessments measure students' ability to demonstrate the skills introduced in each section
- Certification prep for Microsoft Office Specialist **Expert** Exam

### Instructor/Student Resources on eReadiness.com

*(Included Free with Classroom Purchase)*

- Lesson Source Files
- Lesson Answer Keys
- Student Resource Files
- Skills Mastery Assessments and Answer Keys