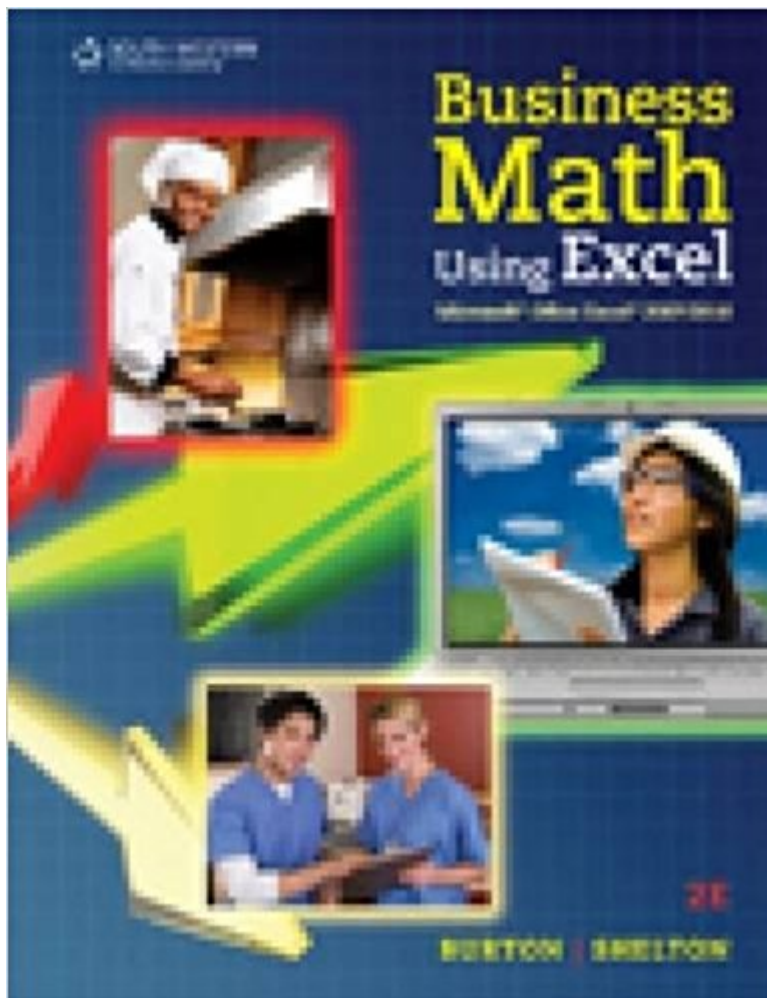


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# Business Math Using Excel



## Synopsis

Now readers can master the mathematical and spreadsheet skills most important to meet the demands of today's business world with the proven, practical dual approach in Burton/Shelton's **BUSINESS MATH USING EXCEL**, 2nd Edition. This book's unique presentation first teaches the traditional method of calculating and then presents the same math concepts using the functions of Microsoft Excel. The book's manageable sections, practical profiles and features and full-color design help readers build their math confidence and clearly see the practicality of what they're learning. Readers learn to create formulas and master the functions of the latest Excel 2010 while refining their high level math abilities and other skills that will help them succeed in the contemporary workplace.

## Book Information

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1. Basic Math Functions. 2. Fractions. 3. Percent. 4. Bank Services. 5. Payroll. 6. Taxes. 7. Insurance. 8. Invoices and Discounts. 9. Markup and Markdown. 10. Interest. 11. Consumer Credit and Mortgages. 12. Annuities, Stocks, and Bonds. 13. Depreciation. 14. Financial Statements. 15. Business Statistics. Answers to Selected Exercises. Glossary. Index.

Sharon Burton is a professor in the Business Studies Division at Brookhaven College. In addition, she works in the Office of New Program Development, Dallas Community College District (DCCCD)

in Farmer's Branch, Texas. Ms. Burton has more than 25 years of successful instructional experience in the community college environment. Most recently Ms. Burton has specialized in designing and teaching effective Internet courses, including business math, MS Office, and business writing. Ms. Burton earned her B.B.A. from Lamar University and her M.B.E. from University of North Texas. Nelda Shelton received her B.S. and M.B.E. degrees from the University of North Texas, Denton, Texas. She has taught full-time in the Business and Office Administration Departments of Tarrant County College, South Campus in Fort Worth, Texas. Ms. Shelton's teaching experience encompasses business math, business communications, office procedures, and introduction to accounting both in the classroom and distance learning via the Internet. She has worked part time for the U. S. Office of Personnel Management as a trainer and as an independent contractor. She has also served as a part-time instructor the Dallas County Community College District. Ms. Shelton has co-authored several successful texts in areas of business and office administration.

I LOVE THIS BOOK, IT IS VERY EASY TO UNDERSTAND.

A very good basic math book that than continues concepts in an excel format. Learned more in this class than I thought I would.

Book was in perfect condition ty

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