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Panduan Excel untuk Pelamar Kerja (Indonesian Edition)

Yudhy Wicaksono

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Sinopsis:

Persaingan untuk memasuki dunia kerja sangatlah ketat. Di era komputerisasi saat ini, pelamar kerja mau tidak mau harus memiliki keahlian komputer agar bisa bersaing dengan pelamar kerja yang lain. Mempunyai sertifikat setelah mengikuti kursus komputer memang diperlukan sebagai persyaratan administrasi. Akan tetapi, sertifikat tersebut terkadang menjadi tidak ada artinya apabila pelamar kerja tidak bisa menunjukkan kemampuannya dalam menggunakan komputer ketika diuji.

Excel merupakan program pengolah data (spreadsheet) yang paling populer dan banyak digunakan oleh perusahaan atau perkantoran. Kemampuan dalam menggunakan Excel tentu akan menjadi nilai tambah bagi pelamar kerja. Salah satu cara untuk meningkatkan kemampuan dalam menggunakan Excel adalah dengan membaca buku dan mempraktikannya.

Buku Panduan Excel untuk Pelamar Kerja merupakan buku panduan bagi para pelamar kerja yang ingin menguasai Excel dalam waktu singkat. Pembahasan dalam buku ini lebih mengedepankan praktik dibandingkan teori dengan harapan agar Anda menjadi benar-benar mahir dalam menggunakan Excel. Anda akan dipandu langkah demi langkah menggunakan berbagai fitur populer yang disediakan Excel mulai dari pengelolaan workbook dan worksheet, validasi data, penggunaan formula dan fungsi, membuat dan mengelola grafik, mengolah data dan masih banyak lagi.

Akhir kata, selamat membaca!

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