



Mastering Spreadsheet Bookkeeping: Practical Manual on How To Keep Paperless Accounts

Dr. Peter Marshall

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Mastering Spreadsheet Bookkeeping will equip you with the knowledge to write your accounts spreadsheets successfully. Whether you are studying for a qualification in bookkeeping or you are a small business owner needing to bring your accounts up-to-date, Mastering Spreadsheet Bookkeeping will give you the knowledge and skills do this effectively, helping you to set up your own computerized accounting package without splashing out on expensive new software. With Mastering Spreadsheet Bookkeeping you will gain a thorough knowledge of how to use spreadsheets to their fullest advantage, saving you invaluable time and labour. Aimed at students of bookkeeping and small business owners, Mastering Spreadsheet Bookkeeping takes you step-by-step through what you need to know to use spreadsheets with confidence. With its focus on MS Excel and its clear, step-by-step approach, Mastering Spreadsheet Bookkeeping will help you to develop your own computerized bookkeeping skills with confidence. In addition, exam-style questions and answers are provided for self-testing so you may consolidate your bookkeeping knowledge as you learn.

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