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Authors

Blum, Rachel
Chen, Mark
Dionisio, Cynthia S.
Dyszel, Bill
Harvey, Greg
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Excel 2013 all-in-one for dummies / by Greg Harvey

by Harvey, Greg [author]

Series: --For dummies

Publication details: Hoboken, N.J. : Wiley, c2013

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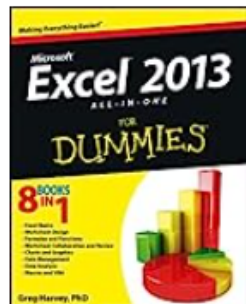


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Excel 2013 all-in-one for dummies / by Greg Harvey

By: Harvey, Greg [author]

Series: --For dummies

Publication details: Hoboken, N.J. : Wiley, c2013

Description: xvi, 776 p. : ill. ; 24 cm

ISBN: 9781118510100

Other title: Microsoft Excel 2013 all-in-one for dummies [Cover title] |

Microsoft Office Excel 2013 all-in-one for dummies | Excel 2013 for dummies |

Excel twenty thirteen all-in-one for dummies

Subject(s): Microsoft Excel (Computer file) | Electronic spreadsheets

Contents:

- Bk. 1. Excel basics -- bk. 2. Worksheet design -- bk. 3. Formulas and functions -- bk. 4. Worksheet collaboration and review -- bk. 5. Charts and graphics -- bk. 6. Data management -- bk. 7. Data analysis -- bk. 8. Macros and VBA.
-

★★★★★ Average rating: 0.0 (0 votes)

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OCEAN



Excel 2013 all-in-one for dummies / (Record no. 514032)

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008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION

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010 ## - LIBRARY OF CONGRESS CONTROL NUMBER

LC control number 2012956361

020 ## - INTERNATIONAL STANDARD BOOK NUMBER

International Standard Book Number 9781118510100

Qualifying information paperback

Terms of availability RM100.01

040 ## - CATALOGING SOURCE

Original cataloging agency UKMGB

Language of cataloging eng

Transcribing agency UKMGB

Modifying agency OCLCO

-- BTCTA

-- CLE

-- YDXCP

-- EINCP

-- CGP

-- ILC

-- F4W

-- CPP

-- DLC

-- UTM

090 ## - LOCALLY ASSIGNED LC-TYPE CALL NUMBER (OCLC); LOCAL CALL NUMBER (RLIN)Classification number (OCLC) (R) ;
Classification number, CALL (RLIN) (NR)Local cutter number (OCLC) ; Book
number/undivided call number, CALL (RLIN)**100 1# - MAIN ENTRY--PERSONAL NAME**

Personal name Harvey, Greg,

Relator term author

245 10 - TITLE STATEMENT

Title Excel 2013 all-in-one for dummies /

Statement of responsibility, etc. by Greg Harvey

246 14 - VARYING FORM OF TITLE

Title proper/short title Microsoft Excel 2013 all-in-one for dummies

246 3# - VARYING FORM OF TITLE

Title proper/short title Microsoft Office Excel 2013 all-in-one for dummies

246 30 - VARYING FORM OF TITLE

Title proper/short title Excel 2013 for dummies

246 3# - VARYING FORM OF TITLE

Title proper/short title Excel twenty thirteen all-in-one for dummies

260 ## - PUBLICATION, DISTRIBUTION, ETC.

Place of publication, distribution, etc. Hoboken, N.J. :

Name of publisher, distributor, etc. Wiley,

Date of publication, distribution, etc. c2013

300 ## - PHYSICAL DESCRIPTION

Extent xvi, 776 p. :

Other physical details ill. ;

Dimensions 24 cm.

490 1# - SERIES STATEMENT

Series statement --For dummies

500 ## - GENERAL NOTE

General note Includes index

505 0# - FORMATTED CONTENTS NOTE

Formatted contents note Bk. 1. Excel basics -- bk. 2. Worksheet design -- bk. 3. Formulas and functions -- bk. 4. Worksheet collaboration and review -- bk. 5. Charts and graphics -- bk. 6. Data management -- bk. 7. Data analysis -- bk. 8. Macros and VBA.

596 ## - HELD BY

Held by PSZJBL

630 00 - SUBJECT ADDED ENTRY--UNIFORM TITLE

Uniform title Microsoft Excel (Computer file)

650 #0 - SUBJECT ADDED ENTRY--TOPICAL TERMTopical term or geographic name entry
element Electronic spreadsheets

OCEAN

Rekod bibliografik

✓ informatif
x teks penuh
International Standard Bibliographic Description
(ISBD)MARC 21 Format for Bibliographic Data
MAchine-Readable Cataloging 21st century

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SISTEM REPOSITORI PERPUSTAKAAN



- Document Management System (DMS) | Sistem Pengurusan Dokumen
- Koleksi Arkib UTM versi digital terhad kepada jenis bahan terpilih sahaja
- Kawalan akses adalah berdasarkan kebenaran mengikut *site* kepada pengguna luar dan pengguna berdaftar sahaja.



- UTM Institutional Repository @ UTM-IR
- Koleksi terpilih bahan UTM
- Akses terbuka kepada semua pengguna internet



- UTM Research Data Management @ UTM-RDM
- Koleksi data penyelidikan yang dihasilkan oleh Penyelidik UTM
- Akses terbuka kepada semua pengguna internet



- Perisian berbayar + *customize* mengikut keperluan institusi.
- Aspek penyelenggaraan sistem dikendalikan oleh pembekal sistem.
- Aspek pemantauan dan penyelarasan sistem dikendalikan oleh Seksyen Automasi.
- Pendepositan bahan dan input metadata dilaksanakan **sepenuhnya oleh staf URD.**



- Perisian repositori percuma, sedia digunapakai berdasarkan ciri-ciri yang sedia ada.
- Aspek teknikal dan penyelenggaraan sistem dikendalikan secara sendiri :
 - Seksyen Automasi (RDM)
 - UTM Digital (UTM-IR)
- Pendepositan bahan dan input metadata dilaksanakan oleh dua (2) pihak yang terdiri daripada :
 - Staf akademik / penulis / penyelidik atau staf yang diarah untuk melaksanakan proses ini, **DAN**
 - Staf URD – berdasarkan senarai tugas yang telah ditetapkan.

PENGENALAN

SISTEM REPOSITORI PERPUSTAKAAN

FAKTA RINGKAS #1

Dalam Sistem Repositori Perpustakaan, **hanya DMS sahaja** yang mempunyai **lampiran fail teks penuh** bagi semua jenis rekod.

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FAKTA RINGKAS #2

TIDAK SEMUA REKOD bahan yang ada di dalam **DMS** turut **ADA** dalam sistem **OCEAN (OPAC)!!!**

Contoh :

- Berita Keratan Akhbar, Tesis (yang diterima melalui dalam talian dalam format .pdf kerana tidak dikatalog) – ada di DMS, tiada di OCEAN
- Buku (termasuk e-book) – ada di OCEAN, tiada di DMS

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SISTEM REPOSITORI PERPUSTAKAAN

FAKTA RINGKAS #3

SEMUA REKOD bahan tesis Sarjana & Doktor Falsafah yang ada di dalam **UTM-IR** turut **ADA** dalam **DMS!!!**

KENAPA???

- Sebab sistem **UTM-IR** hanya mendeposit bahan tesis peringkat **Sarjana & Doktor Falsafah sahaja**, sedangkan DMS merangkumi semua jenis bahan arkib terpilih!

PENGENALAN

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FAKTA RINGKAS #4

Maklumat bahan yang diinput dalam sistem di PUTM adalah **sama tetapi berbeza sebutan** mengikut jenis sistem!!!

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- **SISTEM PENGURUSAN PERPUSTAKAAN (KOHA) – MARC21**
 - Maklumat bahan → **BIBLIOGRAFIK**