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Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Explore different ways and methods to consolidate data, complex analysis, and prediction or forecast based on trends **KEY FEATURES ?** Use the Analysis ToolPak to perform complex Data analysis ? Get well versed with the formulas, functions, and components in Excel ? Handy templates to give you a head start ? Usage of multiple examples to explain the application in a real-world scenario ? Implement macros for your everyday tasks that will help you save your time ? Explore different Charts types for Data visualization **DESCRIPTION** Book explains and simplify the usage of Excel features and functionalities, with the help of examples. It starts with 'Getting Started with Excel' and 'Performing functions with shortcut keys' which will help you in getting started with Excel. Then 'Formulas and Functions' gives an initial understanding of what are operators, formulas, functions, their components. Further 'Data Visualization with new Charts types', 'Gantt and Milestone chart', 'SmartArt and Organization Chart' give details on the different chart types available in Excel. In the intermediate section you will learn 'Get creative with Icons, 3D models, Digital Inking' details multiple new and improved features that got introduced to enhance the visual presentation. In the end, Chapters 'Mail Merge using Excel', 'Create Custom Excel Template' and 'Macros in Excel' explain the Excel features that help in automating tasks. You will learn how to generate multiple documents automatically with customization, create and use your own templates and use of macros to do repeated task automatically. And at last Chapter 'Get help for your problem' lists few problem statements and their probable solutions with references to the Excel feature or functionality that can be used to resolve the problem. **WHAT WILL YOU LEARN ?** Get familiar with the most used advanced Excel formulas and functions for Data analysis ? Learn how to create a Gantt / Timeline / Milestone Chart in Excel ? Use charts for Better Data visualization ? Build organization charts with SmartArt tools in Excel ? Use the Analysis ToolPak & Power Pivots to perform complex Data analysis ? Learn how to link and share workbooks for automatic updates **WHO THIS BOOK IS FOR** This book is for professionals from any domain, who are searching for shortcuts & advanced methods to resolve their daily problems. **Table of Contents** 1. Getting Started with Excel 2. Perform Functions with Shortcut Keys 3. Formulas and Functions 4. Data Visualization with New Chart types 5. Gantt and Milestone Chart 6. SmartArt & Organization Chart 7. Get creative with Icons, 3D models, Digital Inking 8. Putting Data in perspective with Pivots 9. Complex Data Analysis using ToolPak 10. Forecasting in Excel 11. Mail Merge using Excel 12. Create Custom Excel Template 13. Macros in Excel 14. Get help for your problem "This book presents the emerging fields of service intelligence and service science, positioning them as the most promising directions for the evolution of service computing, demonstrating the critical role such areas play in supporting service computing processes"--Provided by publisher. This is the first edition of a textbook written for a community college introductory course in spreadsheets utilizing Microsoft Excel; second edition available: <https://openoregon.pressbooks.pub/beginningexcel19/>. While the figures shown utilize Excel 2016, the textbook was written to be applicable to other versions of Excel as well. The book introduces new users to the basics of spreadsheets and is appropriate for students in any major who have not used Excel before. A hands-on guide to using Excel in the business context First published in 2012, *Using Excel for Business and Financial Modelling* contains step-by-step instructions of how to solve common business problems using financial models, including downloadable Excel templates, a list of shortcuts and tons of practical tips and techniques you can apply straight away. Whilst there are many hundreds of tools, features and functions in Excel, this book focuses on the topics most relevant to finance professionals. It covers these features in detail from a practical perspective, but also puts them in context by applying them to practical examples in the real world. Learn to create financial models to help make business decisions whilst applying modelling best practice methodology, tools and techniques. • Provides the perfect mix of practice and theory • Helps you become a DIY Excel modelling specialist • Includes updates for Excel 2019/365 and Excel for Mac • May be used as an accompaniment to the author's online and face-to-face training courses Many people are often overwhelmed by the hundreds of tools in Excel, and this book gives clarity to the ones you need to know in order to perform your job more efficiently. This book also demystifies the technical, design, logic and financial skills you need for business and financial modelling. This is a guide to building financial models for business proposals, to evaluate opportunities, or to craft financial reports. It covers the principles and best practices of financial modelling, including the Excel tools, formulas, and functions to master, and the techniques and strategies necessary to eliminate errors. *Building the Essential BV Templates in Excel* is a practical, hands-on

guide to understanding and building Excel templates for business valuation analysis. This publication also includes web-based access to instructional videos and Excel template samples. This book helps you make sense of the data your school collects, including state student achievement results as well as other qualitative and quantitative data. Easy-to-use templates, tools, and examples are available on the accompanying CD-ROM. Provides an introduction to data analysis and business modeling using Microsoft Excel. Master business modeling and analysis techniques with Microsoft Excel, and transform data into bottom-line results. Written by award-winning educator Wayne Winston, this hands-on, scenario-focused guide shows you how to use the latest Excel tools to integrate data from multiple tables--and how to effectively build a relational data source inside an Excel workbook. Turn your financial data into insightful decisions with this straightforward guide to financial modeling with Excel. Interested in learning how to build practical financial models and forecasts but concerned that you don't have the math skills or technical know-how? We've got you covered! Financial decision-making has never been easier than with Financial Modeling in Excel For Dummies. Whether you work at a mom-and-pop retail store or a multinational corporation, you can learn how to build budgets, project your profits into the future, model capital depreciation, value your assets, and more. You'll learn by doing as this book walks you through practical, hands-on exercises to help you build powerful models using just a regular version of Excel, which you've probably already got on your PC. You'll also: Master the tools and strategies that help you draw insights from numbers and data you've already got. Build a successful financial model from scratch, or work with and modify an existing one to your liking. Create new and unexpected business strategies with the ideas and conclusions you generate with scenario analysis. Don't go buying specialized software or hiring that expensive consultant when you don't need either one. If you've got this book and a working version of Microsoft Excel, you've got all the tools you need to build sophisticated and useful financial models in no time! PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide -- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards™ for information and standards application content based on project type, development approach, and industry sector. Learn the Best Excel Tips & Tricks Ever: FORMULAS, MACROS, PIVOT TABLES, FORMATTING, DATA, MICROSOFT OFFICE 365 plus Many More! With this book, you'll learn to apply the most know Excel features and tricks to make your data analysis & reporting easier and will save time in the process. With this book you get the following: ? 101 Best Excel Tips & Tricks To Advance Your Excel Skills & Save You Hours ? New Excel Tips & Tricks for Microsoft Office 365 ? Easy to Read Step by Step Guide with Screenshots ? Downloadable Practice Excel Workbooks for each Tip & Trick ? You also get a FREE BONUS downloadable PDF version of this book! This book is a MUST-HAVE for Beginner to Intermediate Excel users who want to learn Microsoft Excel FAST & stand out from the crowd! The Beginner's Guide to Principal Components is a book that introduces beginner readers to the field of principal component analysis. Principal component analysis was invented in the beginning of the twentieth century and has been extensively used by statisticians and social scientists. It has found new applications in the era of big data and artificial intelligence. With a growing number of users of principal component analysis, comes the need to present the materials for a broader audience with limited mathematical background, but with a clear desire to understand how the techniques work. This book does not require a strong background in linear algebra. All concepts related to linear or matrix algebra and needed to understand the principal components will be introduced at a basic level. However, any prior exposure to linear or matrix algebra will be helpful. The more you want to understand principal components, the deeper you need to delve into the underlying mathematics. - One can use any of the software products that implement principal component analysis, without having to worry about the underlying mathematics. However, I advise that you develop some understanding of the logic and the mechanics of principal component analysis before you start crunching numbers. - This book introduces the Excel template pca.xlsx, which can be downloaded for free at <https://agreestat.com/books/pca/pca.xlsx>. I expect Excel users to find it useful for implementing the different techniques discussed in this book. Non Excel users have a few free alternative options such as the R software. The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. Using Microsoft Excel, the market leading spreadsheet package, this book combines theory with modelling aspects and spreadsheet analysis. Microeconomics Using Excel provides students with the tools with which to better understand microeconomic analysis. It focuses on solving microeconomic problems by integrating economic theory, policy analysis and spreadsheet modelling. This unique approach facilitates a more comprehensive understanding of the link between theory and problem solving. It is divided into four core parts: analysis of price policies analysis of structural policies multi-market models budget policy and priority settings. The theory behind each problem is explained and each model is solved using excel. Each model is also available online and can be used as a prototype for analysis and specific needs. Microeconomics using Excel will be of great interest to students studying economics as well as to professionals in economic and policy analysis. Portfolio Projects for Business Analysis is designed to help students practice and perfect technology skills. This companion text is ideal for students taking a variety of different courses from Communications, Marketing, and Accounting to Introduction to Business courses. Portfolio Projects for Business Analysis includes 15 projects based on real-world business scenarios, allowing students to compile a comprehensive portfolio of business analysis examples to use during the interview process. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This book helps you make sense of the data your school collects, including state student achievement results as well as other qualitative and quantitative data. Easy-to-use templates, tools, and examples are available on the accompanying CD-ROM. This book will teach you on how to prepare report(s) automatically by creating template(s) with combined formula. Then you can use the template to generate the regular daily, weekly, bi-weekly or monthly report as and when automatically by placing your on-going updated data into the template with Excel Automate Report concept. This solution saves you a lot of valuable time plus you don't have to repeat the same report making process again and again. Suitable for Sales Personnel, Marketing Personnel, Purchaser, Administrator & Analyst. Microsoft PerformancePoint provides you with an integrated performance management application that enables you to better plan, analyze and monitor how your business is doing. It gives decision-makers in your company more control. Microsoft PerformancePoint 2007 For Dummies® shows you how to utilize this powerful tool so you can gain insights, monitor results, and resolve business problems. Even if it's your first look at a business performance management system, you'll find this handy guide makes you look like a pro! You'll find out how to set goals, create plans to get you there, and produce reports to track your progress. You'll also discover how to: Develop a plan and set goals to drive performance and accelerate business decision-making. Configure security features to protect your information. Navigate the reporting interface to quickly find the data that will help you make the right decisions. Use different data source types. Create key performance indicators to find out how your business is really doing. Work with dashboards and scorecards to quickly view business-critical information. Get the most out of Microsoft Office PerformancePoint so you can dramatically enhance your performance management. With Microsoft PerformancePoint 2007 For Dummies, you'll find out how as you keep your business activities in line with corporate strategies. Discover the latest advancements in Microsoft Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE -- the new edition in today's generation of Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE continues the Series' history of innovation with a proven learning approach enhanced to address the learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to engage readers, improve retention, and prepare future and current professional for future success with basic and advanced Microsoft Excel 2016 skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Readers discover all of the latest advancements in Microsoft Office and Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE -- the new edition in the acclaimed Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE provides an enhanced learning approach to help readers master all aspects of Excel 2016, no matter what their learning style. A trademark, step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce more advanced features, improve retention, and prepare readers for success with the latest MS Office and Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. EXCEL 2016 PREDICTIVE ANALYTICS FOR SERIOUS DATA CRUNCHERS! Now, you can apply cutting-edge predictive analytics techniques to help your business win--and you don't need multimillion-dollar software to do it. All the tools you need are available in Microsoft Excel 2016, and all the knowledge and skills are right here, in this book! Microsoft Excel MVP Conrad Carlberg shows you how to use Excel predictive analytics to solve real problems in areas ranging from sales and marketing to operations. Carlberg offers unprecedented insight into building powerful, credible, and reliable forecasts, helping you gain deep insights from Excel that would be difficult to uncover with costly tools such as SAS or SPSS. Fully updated for Excel 2016, this guide contains valuable new coverage of accounting for seasonality and managing complex consumer choice scenarios. Throughout, Carlberg provides downloadable Excel 2016 workbooks you can easily adapt to your own needs, plus VBA code--much of it open-source--to streamline especially complex techniques. Step by step, you'll build on Excel skills you already have, learning advanced techniques that can help you increase revenue, reduce costs, and improve productivity. By mastering predictive analytics, you'll gain a powerful competitive advantage for your company and yourself. Learn the "how" and "why" of using data to make better decisions, and choose the right technique for each problem. Capture live real-time data from diverse sources, including third-party websites. Use logistic regression to predict behaviors such as "will buy" versus "won't buy" Distinguish random data bounces from real, fundamental changes. Forecast time series with

smoothing and regression Account for trends and seasonality via Holt-Winters smoothing Prevent trends from running out of control over long time horizons Construct more accurate predictions by using Solver Manage large numbers of variables and unwieldy datasets with principal components analysis and Varimax factor rotation Apply ARIMA (Box-Jenkins) techniques to build better forecasts and clarify their meaning Handle complex consumer choice problems with advanced logistic regression Benchmark Excel results against R results Gain a clear understanding of the fundamental concepts and applications behind today's operations and supply chain management with the reader-friendly approach in Collier/Evans' popular OPERATIONS AND SUPPLY CHAIN MANAGEMENT, 2E. The authors present detailed, solved problems throughout this edition to illustrate key formulas and computations as you learn to complete both manual and digital calculations using Excel spreadsheet templates and other Excel models for optimization and simulation. New content examines process analysis and resource utilization, analytics in OM, capacity measurement, applications of linear optimization and other critical operations management (OM) and supply chain management (SCM) topics. In addition, new and proven review questions, experiential activities, problems and exercises as well as feature boxes teach you how to work with the latest OM and SCM concepts and tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. The book provides a valuable reference for cyber security experts, digital forensic practitioners and network security professionals. In recent years, AI has gained substantial attention from researchers in both academia and industry, and as a result AI's capabilities are constantly increasing at an extraordinary pace. AI is considered to be the Fourth Industrial Revolution or at least the next significant technological change after the evolution in mobile and cloud computing technologies. AI is a vehicle for improving the quality of our lives across every spectrum with a broad range of beneficial applications in various sectors. Notwithstanding its numerous beneficial use, AI simultaneously poses numerous legal, ethical, security and privacy challenges that are compounded by its malicious use by criminals. These challenges pose many risks to both our privacy and security at national, organisational and individual levels. In view of this, this book aims to help address some of these challenges focusing on the implication, impact and mitigations of the stated issues. The book provides a comprehensive coverage of not only the technical and ethical issues presented by the use of AI but also the adversarial application of AI and its associated implications. The authors recommend a number of novel approaches to assist in better detecting, thwarting and addressing AI challenges. The book also looks ahead and forecasts what attacks can be carried out in the future through the malicious use of the AI if sufficient defences are not implemented. The research contained in the book fits well into the larger body of work on various aspects of AI and cyber security. It is also aimed at researchers seeking to obtain a more profound knowledge of machine learning and deep learning in the context of cyber security, digital forensics and cybercrime. Furthermore, the book is an exceptional advanced text for Ph.D. and master's degree programmes in cyber security, digital forensics, network security, cyber terrorism and computer science. Each chapter contributed to the book is written by an internationally renowned expert who has extensive experience in law enforcement, industry or academia. Furthermore, this book blends advanced research findings with practice-based methods to provide the reader with advanced understanding and relevant skills. The Matrix Map—a powerful tool for nonprofit strategic decision-making Nonprofit sustainability lies at the intersection of exceptional impact and financial viability. The Sustainability Mindset offers nonprofit professionals and board members a step-by-step guide to move your organization towards this intersection. As outlined in the bestselling book Nonprofit Sustainability, "The Matrix Map" is an accessible framework that combines financial and programmatic goals into an integrated strategy. In this next-step resource, the authors detail a rigorous process to develop a meaningful Matrix Map and engage leadership in setting an organization's strategy. Nonprofits that thrive in today's environment are adaptable with a clear understanding of their impact and business model. This book offers nonprofit boards and staff a framework to do so. Drawing on their in-depth experience, the authors provide an easy-to-follow process complete with tools and templates to help organizations visualize their business model and engage in strategic inquiry. The book provides a variety of illustrative examples to show how the Matrix Map works for all types of organizations. Nonprofit executives and board members are sure to benefit from The Matrix Map analysis. Offers step-by-step guidance for creating a Matrix-Map, a visual representation of an organization's business model Helps organizations assess how each of their programs contributes toward their desired impact and their financial bottom-line. Filled with compelling examples of how The Matrix Map helps nonprofits with strategic decision-making Written by the coauthors of the groundbreaking book Nonprofit Sustainability This comprehensive resource will give any nonprofit the framework they need to make decisions for sustainability and the templates and tools to implement it and help leaders address the challenges inherent in balancing mission impact with financial viability. A coherent, concise and comprehensive course in the statistics needed for a modern career in chemical engineering; covers all of the concepts required for the American Fundamentals of Engineering examination. This book shows the reader how to develop and test models, design experiments and analyse data in ways easily applicable through readily available software tools like MS Excel® and MATLAB®. Generalized methods that can be applied irrespective of the tool at hand are a key feature of the text. The reader is given a detailed framework for statistical procedures covering: · data visualization; · probability; · linear and nonlinear regression; · experimental design (including factorial and fractional factorial designs); and · dynamic process identification. Main concepts are illustrated with chemical- and process-engineering-relevant examples that can also serve as the bases for checking any subsequent real implementations. Questions are provided (with solutions available for instructors) to confirm the correct use of numerical techniques, and templates for use in MS Excel and MATLAB can also be downloaded from extras.springer.com. With its integrative approach to system identification, regression and statistical theory, Statistics for Chemical and Process Engineers provides an excellent means of revision and self-study for chemical and process engineers working in experimental analysis and design in petrochemicals, ceramics, oil and gas, automotive and similar industries and invaluable instruction to advanced undergraduate and graduate students looking to begin a career in the process industries. Hazard Analysis and Risk Based Preventive Controls: Building a (Better) Food Safety Plan is directed to those food safety professionals charged with ensuring or assisting with FSMA's preventative controls (PC) implementation and compliance in their routine job duties. The target audience includes those currently involved in the development, management, and execution of HACCP and/or other advanced food safety management systems, as well as those interested in advancing their knowledge base to gain a more thorough comprehension of HARPC requirements. FSMA topics covered include: identifying the food safety team and PCQI; creating the HARPC implementation strategy; starting the food safety plan; conducting a thorough hazard analysis; identifying adequate preventive control measures; determining appropriate PC management components; recognizing applicable verification and validation activities; supply chain management program; recall plans. Other operational topics include: document control systems; internal audit programs; third party audit management; regulatory visit preparation; and maintaining compliance. Provides a step-by-step guide to achieving FSMA compliance for food safety professionals who develop and manage food safety management systems Written by industry experts with direct experience in the formulation of the HARPC regulations Presents insights into the underlying approach of FSMA's preventative controls Transitions readers from HACCP to HARPC using GAP assessment to adapt existing food safety programs to the FSMA preventative controls requirements Grounded in the constructivist inquiry approach to science teaching and learning, Essentials of Science Classroom Assessment bridges science assessment research and practice, and connects science assessment and learning. This book will help students in science methods courses to develop essential skills in conducting science assessment to support student learning. The chapters parallel a typical structure of a science methods course, making the integration of this text into a science methods course seamless. Due to its practical and concise nature, this book is also ideal for practicing science teachers to use as a professional development resource. Utilise Excel 2013 capabilities to build effective financial models Using Excel for Business Analysis, Revised Edition provides practical guidance for anyone looking to build financial models. Whether for business proposals, opportunity evaluation, financial reports, or any other business finance application, this book shows you how to design, create, and test your model, then present your results effectively using Excel 2013. The book opens with a general guide to financial modelling, with each subsequent chapter building skill upon skill until you have a real, working model of your own. Financial tools, features, and functions are covered in detail from a practical perspective, and put in context with application to real-world examples. Each chapter focuses on a different aspect of Excel modelling, including step-by-step instructions that walk you through each feature, and the companion website provides live model worksheets that give you the real hands-on practice you need to start doing your job faster, more efficiently, and with fewer errors. Financial modelling is an invaluable business tool, and Excel 2013 is capable of supporting the most common and useful models most businesses need. This book shows you how to dig deeper into Excel's functionality to craft effective financial models and provide important information that informs good decision-making. Learn financial modelling techniques and best practice Master the formulas and functions that bring your model to life Apply stress testing and sensitivity analysis with advanced conditionals Present your results effectively, whether graphically, orally, or written A deceptively powerful application, Excel supports many hundreds of tools, features, and functions; Using Excel for Business Analysis eliminates the irrelevant to focus on those that are most useful to business finance users, with detailed guidance toward utilisation and best practice. Trade more profitably by exploiting Microsoft Excel's powerful statistical and data mining tools: · Uncover subtle anomalies and distortions that signal profit opportunities · Create powerful new custom indicators, alerts, and trading models · Visualize and analyze huge amounts of trading data with just a few clicks · Powerful techniques for every active investor who can use Excel Now that high-speed traders dominate the market, yesterday's slower-paced analysis strategies are virtually worthless. To outperform, individual traders must discover fleeting market trends and inefficiencies and act on them before they disappear. Five years ago, this required multimillion-dollar data mining and analytical infrastructures. Today, traders can use Excel with the help of world-class trader Jeff Augen's Microsoft Excel for Stock and Option Traders: Build your Own Analytical Tools for Higher Returns. Augen shows how to use Excel 2007 or 2010 to uncover hidden correlations and reliable trade triggers based on subtle anomalies and price distortions, create and test new hypotheses others haven't considered, and visualize data to reveal insights others can't see! "Jeff Augen turns things inside out in his remarkable and challenging book Microsoft Excel for Stock and Option Traders." - John A. Sarkett, SFO Magazine, October 2011 Explore different ways and methods to consolidate data, complex analysis, and prediction or forecast based on trends KEY FEATURES a- Use the Analysis ToolPak to perform complex Data analysis a- Get well versed with the formulas, functions, and components in Excel a- Handy templates to give you a head start a- Usage of multiple examples to explain the application in a real-world scenario a- Implement macros for your everyday tasks that will help you save your time a- Explore different Charts types for Data visualization DESCRIPTION Book explains and simplify the usage of Excel features and functionalities, with the help of examples. It starts with 'Getting Started with Excel' and 'Performing functions with shortcut keys' which will help you in getting started with Excel. Then 'Formulas and Functions' gives an initial understanding of what are operators, formulas, functions, their components. Further 'Data Visualization with new Charts types', 'Gantt and Milestone chart', 'SmartArt and Organization Chart' give details on the different chart types available in Excel. In the intermediate section you will learn 'Get creative with Icons, 3D models, Digital Inking' details multiple new and improved features that got introduced to enhance the visual presentation. In the end, Chapters 'Mail Merge using Excel', 'Create Custom Excel Template' and 'Macros in Excel' explain the Excel features that help in automating tasks. You will learn how to generate multiple documents automatically with customization, create and use your own templates and use of macros to do repeated task automatically. And at last Chapter 'Get help for your problem' lists few problem statements and their

probable solutions with references to the Excel feature or functionality that can be used to resolve the problem. WHAT WILL YOU LEARN a- Get familiar with the most used advanced Excel formulas and functions for Data analysis a- Learn how to create a Gantt / Timeline / Milestone Chart in Excel a- Use charts for Better Data visualization a- Build organization charts with SmartArt tools in Excel a- Use the Analysis ToolPak & Power Pivots to perform complex Data analysis a- Learn how to link and share workbooks for automatic updates WHO THIS BOOK IS FOR This book is for professionals from any domain, who are searching for shortcuts & advanced methods to resolve their daily problems. Table of Contents 1. Getting Started with Excel 2. Perform Functions with Shortcut Keys 3. Formulas and Functions 4. Data Visualization with New Chart types 5. Gantt and Milestone Chart 6. SmartArt & Organization Chart 7. Get creative with Icons, 3D models, Digital Inking 8. Putting Data in perspective with Pivots 9. Complex Data Analysis using ToolPak 10. Forecasting in Excel 11. Mail Merge using Excel 12. Create Custom Excel Template 13. Macros in Excel 14. Get help for your problem AUTHOR BIO Manisha Nigam is a seasoned management professional with twenty plus years of information technology experience, working with multinationals across the globe. Her expertise in Excel comes from the vast experience she has in using and understanding the software over the years, that helped her in working efficiently and managing complex programs. A certified PMP (PMI - Project Management Professional), CSM (Scrum Alliance - Scrum Master), TOGAF 9.1 (The Open Group - Enterprise Architecture) and holds a post graduate degree in computer science and business management from prestigious universities in India. Her LinkedIn Profile: [linkedin.com/in/mnigam10](https://www.linkedin.com/in/mnigam10) Understand today's investment challenges and the role of the Bloomberg system In recent years, changes have swept through the investment industry like wildfire. Academia has followed along and provided new lenses for viewing this transformation, as well as new strategies for gaining a true understanding and knowledge of investment and financial markets. Now, Equity Markets and Portfolio Analysis has been created to further inform investment professionals and finance students on the basic concepts and strategies of investments, and to provide more detailed discussions on advanced strategies and models. The concepts covered in this book will help readers gain a better understanding of the markets and uses for an increasing number of securities, strategies, and methodologies. Equity Markets and Portfolio Analysis is the only core investment book that covers the functionality of Bloomberg terminals, increasingly critical tools both in the classroom and on the trading floor. As Bloomberg terminals now play a key role in the research, teaching, and managing of student investment funds, understanding the system's information and analytical functions has become more important than ever. In-depth coverage of fundamentals through more detailed concepts for students and professionals who want to better understand the evaluation, selection, and management of securities One-of-a-kind training and instructional course, introduction to Bloomberg investment subjects, and reference for CFA preparation Bloomberg material provided in an appendix accompanying each chapter, a useful option for professors Ideal for finance practitioners, investment bankers, and academics This unique resource will give readers both the foundational knowledge and the analytical tools necessary for investment success, both in the classroom and in the real world. Don't simply show your data—tell a story with it! Storytelling with Data teaches you the fundamentals of data visualization and how to communicate effectively with data. You'll discover the power of storytelling and the way to make data a pivotal point in your story. The lessons in this illuminative text are grounded in theory, but made accessible through numerous real-world examples—ready for immediate application to your next graph or presentation. Storytelling is not an inherent skill, especially when it comes to data visualization, and the tools at our disposal don't make it any easier. This book demonstrates how to go beyond conventional tools to reach the root of your data, and how to use your data to create an engaging, informative, compelling story. Specifically, you'll learn how to: Understand the importance of context and audience Determine the appropriate type of graph for your situation Recognize and eliminate the clutter clouding your information Direct your audience's attention to the most important parts of your data Think like a designer and utilize concepts of design in data visualization Leverage the power of storytelling to help your message resonate with your audience Together, the lessons in this book will help you turn your data into high impact visual stories that stick with your audience. Rid your world of ineffective graphs, one exploding 3D pie chart at a time. There is a story in your data—Storytelling with Data will give you the skills and power to tell it! The trusted series of workbooks by Philip H. Pollock III and Barry C. Edwards continues with A Microsoft Excel® Companion to Political Analysis. In this new guide, students dive headfirst into actual political data working with the ubiquitous Excel software. Students learn by doing with new guided examples, annotated screenshots, step-by-step instructions, and exercises that reflect current scholarly debates in varied subfields of political science, including American politics, comparative politics, law and courts, and international relations. Chapters cover all major topics in political data analysis, from descriptive statistics through logistic regression, all with worked examples and exercises in Excel. No matter their professional goals, students can gain a leg up for their future careers by developing a working knowledge of statistics using Excel. By encouraging students to build on their existing familiarity with the Excel program, instructors can flatten the statistics learning curve and take some of the intimidation out of the learning process. Gain lost time usually spent troubleshooting software to provide students with a smooth transition into political analysis. Card sorting helps us understand how people think about content and categories. Armed with this knowledge, we can group information so that people can better find and understand it. In this book, Donna describes how to plan and run a card sort, then analyse the results and apply the outcomes to your project. You too can understand the statistics of life, even if you're math-challenged! What do you need to calculate? Manufacturing output? A curve for test scores? Sports stats? You and Excel can do it, and this non-intimidating guide shows you how. It demystifies the different types of statistics, how Excel functions and formulas work, the meaning of means and medians, how to interpret your figures, and more in plain English. Getting there learn how variables, samples, and probability are used to get the information you want Excel tricks find out what's built into the program to help you work with Excel formulas Playing with worksheets get acquainted with the worksheet functions for each step Graphic displays present your data as pie graphs, bar graphs, line graphs, or scatter plots What's normal? understand normal distribution and probability Hyping hypotheses learn to use hypothesis testing with means and variables When regression is progress discover when and how to use regression for forecasting What are the odds work with probability, random variables, and binomial distribution Open the book and find: Ten statistical and graphical tips and traps The difference between descriptive and inferential statistics Why graphs are good How to measure variations What standard scores are and why they're used When to use two-sample hypothesis testing How to use correlations Different ways of working with probability

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