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Managing Data with Microsoft Excel New Perspectives Collection, Microsoft 365 & Excel 2021 Comprehensive New Perspectives Microsoft Office 365 & Office 2019 Intermediate New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive New Perspectives Collection, Microsoft 365 & Office 2021 Intermediate New Perspectives on Microsoft Excel 2013, Comprehensive New Perspectives on Microsoft Office 2013, Second Course New Perspectives on Microsoft Excel 2013, Introductory New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition Transportation Information Systems PC Mag Solo for Piano by John Cage, Second Realization, Part 1 A Complete Guide to PivotTables Hydrographic Manual Microsoft Excel 2019 Training Manual Classroom in a Book Soccer For Dummies Excel 2007 VBA Programmer's Reference Excel 2013 In Depth Practical Use of Mathcad® New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive New Perspectives Microsoft Office 365 & Office 2016: Intermediate Excel 2010 Workbook For Dummies Using Lotus SmartSuite Excel PivotTables and Charts Football Scouting Methods Microsoft Excel 2016 Programming by Example with VBA, XML, and ASP Microsoft Excel 2013: Illustrated Complete Excel 2000 Ranjot's Easy Excel Guide by Ranjot Singh Chahal Irrigation and Drainage Engineering PC Mag Geothermal Heat Pump and Heat Engine Systems Careers in Criminal Justice and Related Fields: From Internship to Promotion Financial Modeling for Business Owners and Entrepreneurs Get Started In Computing: Teach Yourself MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams Analyzing Social Media Networks with NodeXL Enhanced Computer Concepts and Microsoft Office 2013 Illustrated Microsoft Office 2013: Illustrated Introductory, First Course, Spiral bound Version New Perspectives: Portfolio Projects for Business Analysis

Excel 2000 Level 2: Expert from Glencoe's Professional Approach Series equips students with the skills needed to successfully use Microsoft Excel. An extensive array of exercises teaches and challenges students, while illustrations of screens and the accompanying icons help them to follow instructions for hands-on practice. Students gain real-world experience by performing many of the same tasks required in business settings. A comprehensive instructional package allows instructors to tailor the program to teaching styles, lab needs, student

objectives, and student learning styles. Complete classroom training manual for Microsoft Excel 2019. 453 pages and 212 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create spreadsheets and advanced formulas, format and manipulate spreadsheet layout, sharing and auditing workbooks, create charts, maps, macros, and much more. Topics Covered: Getting Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The "File" Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen View 14. Working With Excel File Formats 15. AutoSave Online

Data Entry 1. Selecting Cells 2. Entering Text into Cells 3. Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop-Down List 6. Flash Fill 7. Selecting Ranges 8. Ranged Data Entry 9. Using AutoFill Creating Formulas 1. Ranged Formula Syntax 2. Simple Formula Syntax 3. Writing Formulas 4. Using AutoSum 5. Inserting Functions 6. Editing a Range 7. Formula AutoCorrect 8. AutoCalculate 9. Function Compatibility Copying & Pasting Formulas 1. Relative References and Absolute References 2. Cutting, Copying, and Pasting Data 3. AutoFilling Cells 4. The Undo Button 5. The Redo Button Columns & Rows 1. Selecting Columns & Rows 2. Adjusting Column Width and Row Height 3. Hiding and Unhiding Columns and Rows 4. Inserting and Deleting Columns and Rows

Formatting Worksheets 1. Formatting Cells 2. The Format Cells Dialog Box 3. Clearing All Formatting from Cells 4. Copying All Formatting from Cells to Another Area Worksheet Tools 1. Inserting and Deleting Worksheets 2. Selecting Multiple Worksheets 3. Navigating Worksheets 4. Renaming Worksheets 5. Coloring Worksheet Tabs 6. Copying or Moving Worksheets Setting Worksheet Layout 1. Using Page Break Preview 2. Using the Page Layout View 3. Opening The Page Setup Dialog Box 4. Page Settings 5. Setting Margins 6. Creating Headers and Footers 7. Sheet Settings Printing Spreadsheets 1. Previewing and Printing Worksheets Helping Yourself 1. Using Excel Help 2. The Tell Me Bar 3. Smart Lookup Creating 3D Formulas 1. Creating 3D Formulas 2. 3D Formula Syntax 3. Creating 3D Range References Named Ranges 1. Naming Ranges 2. Creating Names from Headings 3. Moving to a Named Range 4. Using Named Ranges in Formulas 5. Naming 3D Ranges 6. Deleting Named Ranges

Conditional Formatting and Cell Styles 1. Conditional Formatting 2. Finding Cells with Conditional Formatting 3. Clearing Conditional Formatting 4. Using Table and Cell Styles Paste Special 1. Using Paste Special 2. Pasting Links Sharing Workbooks 1. About Co-authoring and Sharing Workbooks 2. Co-authoring Workbooks 3. Adding Shared Workbook Buttons in Excel 4. Traditional Workbook Sharing 5. Highlighting Changes 6. Reviewing Changes 7. Using Comments and Notes 8. Compare and Merge Workbooks Auditing Worksheets 1. Auditing Worksheets 2. Tracing Precedent and Dependent Cells 3. Tracing Errors 4. Error Checking 5. Using the Watch Window 6. Cell Validation Outlining Worksheets 1. Using Outlines 2. Applying and Removing Outlines 3. Applying Subtotals Consolidating Worksheets 1. Consolidating Data Tables 1. Creating a Table 2. Adding an Editing Records 3. Inserting Records and Fields 4. Deleting Records and Fields Sorting Data 1. Sorting Data 2. Custom Sort Orders Filtering Data 1. Using AutoFilters 2. Using the Top 10 AutoFilter 3. Using a Custom AutoFilter 4. Creating Advanced Filters 5. Applying Multiple Criteria 6. Using Complex Criteria 7. Copying Filter Results to a New Location 8. Using Database Functions Using What-If Analysis 1. Using Data Tables 2. Using Scenario Manager 3. Using Goal Seek 4. Forecast Sheets Table-Related Functions 1. The Hlookup and Vlookup Functions 2. Using the IF, AND, and OR Functions 3. The IFS Function Sparklines 1. Inserting and Deleting Sparklines 2. Modifying Sparklines Creating Charts In Excel 1. Creating Charts 2. Selecting Charts and Chart Elements 3. Adding Chart Elements 4. Moving and Resizing Charts 5. Changing the Chart Type 6. Changing the Data Range 7. Switching Column and Row Data 8. Choosing a Chart Layout 9. Choosing a Chart Style 10. Changing Color Schemes 11. Printing Charts 12. Deleting Charts Formatting Charts in Excel 1. Formatting Chart Objects 2. Inserting Objects into a Chart 3. Formatting Axes 4. Formatting Axis Titles 5. Formatting a Chart Title 6. Formatting Data Labels 7. Formatting a Data Table 8. Formatting Error Bars 9. Formatting Gridlines 10. Formatting a Legend 11. Formatting Drop and High-Low Lines 12. Formatting Trendlines 13. Formatting Up/Down Bars 14. Formatting the Chart and Plot Areas 15. Naming Charts 16. Applying Shape Styles 17. Applying WordArt Styles 18. Saving Custom Chart Templates Data Models 1. Creating a Data Model from External Relational Data 2. Creating a Data Model from Excel Tables 3. Enabling Legacy Data Connections 4. Relating Tables in a Data Model 5. Managing a Data Model PivotTables and PivotCharts 1. Creating Recommended PivotTables 2. Manually Creating a PivotTable 3. Creating a PivotChart 4. Manipulating a PivotTable or PivotChart 5. Changing Calculated Value Fields 6. Formatting PivotTables 7. Formatting PivotCharts 8. Setting PivotTable Options 9. Sorting and Filtering Using Field Headers PowerPivot 1.

Starting PowerPivot 2. Managing the Data Model 3. Calculated Columns and Fields 4. Measures 5. Creating KPIs 6. Creating and Managing Perspectives 7. PowerPivot PivotTables and PivotCharts 3D Maps 1. Enabling 3D Maps 2. Creating a New 3D Maps Tour 3. Editing a 3D Maps Tour 4. Managing Layers in a 3D Maps Tour 5. Filtering Layers 6. Setting Layer Options 7. Managing Scenes 8. Custom 3D Maps 9. Custom Regions 10. World Map Options 11. Inserting 3D Map Objects 12. Previewing a Scene 13. Playing a 3D Maps Tour 14. Creating a Video of a 3D Maps Tour 15. 3D Maps Options Slicers and Timelines 1. Inserting and Deleting Slicers 2. Modifying Slicers 3. Inserting and Deleting Timelines 4. Modifying Timelines Security Features 1. Unlocking Cells 2. Worksheet Protection 3. Workbook Protection 4. Password Protecting Excel Files Making Macros 1. Recording Macros 2. Running and Deleting Recorded Macros 3. The Personal Macro Workbook Reinforce your understanding of Excel with these Workbook exercises Boost your knowledge of important Excel tasks by putting your skills to work in real-world situations. The For Dummies Workbook format provides more than 100 exercises that help you create actual results with Excel so you can gain proficiency. Perfect for students, people learning Excel on their own, and financial professionals who must plan and execute complex projects in Excel, Excel 2010 Workbook For Dummies helps you discover all the ways this program can work for you. Excel is the world's most popular number-crunching program, and For Dummies books are the most popular guides to Excel The Workbook approach offers practical application, with more than 100 exercises to work through and plenty of step-by-step guidance This guide covers the new features of Excel 2010, includes a section on creating graphic displays of information, and offers ideas for financial planners Also provides exercises on using formulas and functions, managing and securing data, and performing data analysis A companion CD-ROM includes screen shots and practice materials Excel 2010 Workbook For Dummies helps you get comfortable with Excel so you can take advantage of all it has to offer. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology. 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

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2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Flick, fake, and dribble your way to soccer mastery Prepare for the World Cup or learn the rules for your own indoor or outdoor league, with Soccer For Dummies. We cover the world's most popular sport from one end of the field to the other, starting with the history of soccer and the basics of the game. Discover the positions on the field, the best tactics for winning, and the skills the players (including you!) need in order to dominate. This update to the comprehensive guide introduces you to all the soccer greats and up-and-comers whose moves you'll want to know. You'll find extensive coverage of women's soccer, including women's world cup, the NWSL, Women's Super League, and the UEFA Women's Championship, and get descriptions of various leagues around the globe, and the lowdown on where you can find soccer games and resources, online and elsewhere. Learn how soccer got to be the #1 most popular sport in the world Get up to speed on the world's best leagues, teams, and players, so you can follow and enjoy the World Cup Discover tips on playing and coaching, plus fun soccer facts and resources for learning more Become the ultimate soccer fan with your newfound knowledge of the game Soccer For Dummies is for anyone who wants to learn more about soccer, the rules, how the game is played, how professional leagues operate around the world, and how to follow them. This book is aimed squarely at Excel users who want to harness the power of the VBA language in their Excel applications. At all times, the VBA language is presented in the context of Excel, not just as a general application programming language. The Primer has been written for those who are new to VBA programming and the Excel object model. It introduces the VBA language and the features of the language that are common to all VBA applications. It explains the relationship between collections, objects, properties, methods, and events and shows how to relate these concepts to Excel through its object model. It also shows how to use the Visual Basic Editor and its multitude of tools, including how to obtain help. The middle section of the book takes the key objects in Excel and shows, through many practical examples, how to go about working with those objects. The techniques presented have been developed through the exchange of ideas of many talented Excel VBA programmers over many years and show the best way to gain access to workbooks, worksheets, charts, ranges, and so on. The emphasis is on efficiency—that is, how to write code that is readable and easy to maintain and that runs at maximum speed. In addition, the chapters devoted to accessing external databases detail techniques for accessing data in a range of formats. The final four chapters of the book address the following advanced issues: linking

Excel to the Internet, writing code for international compatibility, programming the Visual Basic Editor, and how to use the functions in the Win32 API (Windows 32-bit Application Programming Interface). Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest ENHANCED COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED. This all-in-one book makes the computer concepts and skills your students need to know easily accessible. Key application skills are clearly demonstrated using the user-friendly two-page spread found in the popular Microsoft Office 2013 Illustrated Introductory, First Course. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach from the Computer Concepts Illustrated Brief book. This edition highlights updated Office 365 content with Integrated Applications Projects and a Student Success Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT OFFICE 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. A unique approach to the study of geothermal energy systems This book takes a unique, holistic approach to the interdisciplinary study of geothermal energy systems, combining low, medium, and high temperature applications into a logical order. The emphasis is on the

concept that all geothermal projects contain common elements of a "thermal energy reservoir" that must be properly designed and managed. The book is organized into four sections that examine geothermal systems: energy utilization from resource and site characterization; energy harnessing; energy conversion (heat pumps, direct uses, and heat engines); and energy distribution and uses. Examples are provided to highlight fundamental concepts, in addition to more complex system design and simulation. Key features: Companion website containing software tools for application of fundamental principles and solutions to real-world problems. Balance of theory, fundamental principles, and practical application. Interdisciplinary treatment of the subject matter. Geothermal Heat Pump & Heat Engine Systems: Theory and Practice is a unique textbook for Energy Engineering and Mechanical Engineering students as well as practicing engineers who are involved with low-enthalpy geothermal energy systems.

Develop the Microsoft Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 INTERMEDIATE demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Now readers can develop the more advanced Microsoft Office 2016 skills they need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE. Updated with all-new case scenarios, this edition engages readers by clearly applying higher-level Microsoft Office 2016 skills to real-world situations. New Productivity Apps provide a visual introduction to Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE help readers understand the importance of the advanced Microsoft Office skills they're learning. This edition focuses on improving learning outcomes and transferring skills to other applications and

disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. In this book, Students will get very important information about Excel and will learn how to use Excel, with this they will get lots of information like Excel formulas , hints , tricks and password, security and privacy of Excel, In this book student will be able to learn Excel in very easy language with in 30Days. Author: Ranjot Singh Chahal E-Book Publisher: Rana Books India Paperback ISBN: 9781638328599 This title provides key data management information, focusing on efficient and effective data management. These are powerful, flexible, and complex tools, and most Excel users never tap their full potential. But you can, with Peter Aitken's step-by-step tutorials, understandable instructions, and detailed explanations. You'll learn to create and use PivotTables and charts from the simplest to the most complex. This book will help you get more from Excel than ever before. Chart Topper # 1 Creating a PivotTable Report Chart Topper # 3 Using Special PivotTable(r) Tools Chart Topper # 6 Understanding and Using PivotCharts Chart Topper # 7 Working with Multidimensional Data Chart Topper # 10 Programming PivotTables with VBA

When I think of music, I think of you and vice-versa, John Cage told David Tudor in the summer of 1951. Looking back years later, Cage said that every work he composed in the ensuing two decades was composed for Tudor even if it was not written for the piano, Tudor's nominal instrument. The collaboration of Cage and Tudor reached an apex in the Solo for Piano from Cage's Concert for Piano and Orchestra (1957-58). None of Cage's previous works had employed more than a single type of notation. In contrast, the Solo for Piano consists of eighty-four notational types, ranging from standard line-and-staff notation to extravagant musical graphics. The notational complexity of the Solo for Piano led Tudor to write out or realize a performance score, from which he played at the premiere of the Concert for Piano and Orchestra in May 1958. The next spring, when Cage requested music to complement his ninety-minute lecture Indeterminacy, Tudor created a second realization, for which he devised a new temporal structure to implement Cage's notations. This edition of Tudor's second realization of the Solo for Piano presents Tudor's performance score in the spatial-temporal layout of its proportional notation. An introductory essay discusses the early collaborations of Cage and Tudor, as well as the genesis, creative process, and performance history of the Solo for Piano. The critical commentary examines each of Tudor's methods of realization; which notations from Cage's score Tudor selected and why; how Tudor interpreted Cage's often ambiguous performance instructions; how Tudor distributed the resulting sounds temporally; and the ways in which Tudor's realization fulfills,

transcends, and sometimes contravenes the instructions of Cage's score. Get more out of Microsoft Excel® 2013: more productivity and better answers for greater success! Drawing on his unsurpassed Excel experience, Bill Jelen ("Mr Excel") brings together all the intensely useful knowledge you need: insights, techniques, tips, and shortcuts you just won't find anywhere else. Excel 2013 In Depth is the fastest, best way to master Excel 2013's full power; get comfortable with its updated interface; and leverage its new tools for everything from formulas, charts, and functions to dashboards, data visualization, and social media integration. Start by taking a quick "tour" of Excel 2013's most valuable new features. Then, learn how to Build more trustworthy, error-resistant, flexible, extensible, intelligent, and understandable spreadsheets Get more productive with Excel 2013's new Start Screen and Timelines Create formulas, charts, subtotals, and pivot tables faster with new Flash Fill and Analysis Lens Quickly apply attractive, consistent formats Master every function you'll ever need, - including powerful new web services functions Solve real-world business intelligence analysis problems Create amazing PowerPivot data mashups that integrate information from anywhere Use Power View to generate stunningly intuitive maps, dashboards, and data visualizations Share workbooks on the Web and social networks Leverage the improved Excel Web App to create highly interactive web pages and online surveys Automate repetitive functions using Excel macros Supercharge your workbooks with new apps from the Excel App Store Like all In Depth books, Excel 2013 In Depth delivers complete coverage with detailed solutions, and troubleshooting help for tough problems you can't fix on your own. Whatever you intend to do with Excel 2013, this is the only book you'll need! Now readers can develop the complete set of Microsoft Excel 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the Microsoft Excel 2016 skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE help readers understand the importance of each Microsoft Excel 2016 skill they are learning. This edition focuses on strengthening learning outcomes and transferring the complete Microsoft Excel 2016 skill set to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Get Started in Computing is perfect for any new computer user who wants to get up and running quickly and simply. If you are a beginner it

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SmartSuite Millennium from Lotus is ready for the new millennium--literally. With its new capabilities, the software can enter the year 2000 with a level of ease. As a new addition to the series, this book includes the new "SideNotes" and the "also known as" indexing method to help users gain a better understanding. This comprehensive book illustrates how MathCAD can be used to solve many mathematical tasks, and provides the mathematical background to the MathCAD

package. Based on the latest Version 8 Professional for Windows, this book Market: contains many solutions to basic mathematical tasks and is designed to be used as both a reference and tutorial for lecturers and students, as well as a practical manual for engineers, mathematicians and computer scientists.

Analyzing Social Media Networks with NodeXL: Insights from a Connected World, Second Edition, provides readers with a thorough, practical and updated guide to NodeXL, the open-source social network analysis (SNA) plug-in for use with Excel. The book analyzes social media, provides a NodeXL tutorial, and presents network analysis case studies, all of which are revised to reflect the latest developments. Sections cover history and concepts, mapping and modeling, the detailed operation of NodeXL, and case studies, including e-mail, Twitter, Facebook, Flickr and YouTube. In addition, there are descriptions of each system and types of analysis for identifying people, documents, groups and events. This book is perfect for use as a course text in social network analysis or as a guide for practicing NodeXL users. Walks users through NodeXL while also explaining the theory and development behind each step Demonstrates how visual analytics research can be applied to SNA tools for the mass market Includes updated case studies from researchers who use NodeXL on popular networks like email, Facebook, Twitter, and Instagram Includes downloadable companion materials and online resources at

<https://www.smrfoundation.org/nodexl/teaching-with-nodexl/teaching-resources/>  
Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT EXCEL 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

\*Practical step-by-step tutorials and business examples guide the reader through everything they need to know about Pivot Tables. \*This book focuses specifically on Pivot Tables where most books only include a section on them. Since many users find Pivot Tables very challenging, the single focus of this book offers an accessible but full tutorial on this important part of Excel. \*Paul Cornell works at Microsoft and has a long career writing about Office and Excel for Power Users, who are the audience he is now writing for in this new book. Updated for Excel 2016 and based on the bestselling editions from previous versions, Microsoft

Excel 2016 Programming by Example with VBA, XML and ASP is a practical, how-to book on Excel programming, suitable for readers already proficient with the Excel user interface (UI). If you are looking to automate Excel routine tasks, this book will progressively introduce you to programming concepts via numerous, illustrated, hands-on exercises. Includes a comprehensive disc with source code, supplemental files, and color screen captures (Also available from the publisher for download by writing to [info@merclearning.com](mailto:info@merclearning.com)). More advanced topics are demonstrated via custom projects. From recording and editing a macro and writing VBA code to working with XML documents and using Classic ASP pages to access and display data on the Web, this book takes you on a programming journey that will change the way you work with Excel. The book provides information on performing automatic operations on files, folders, and other Microsoft Office applications. It also covers proper use of event procedures, testing and debugging, and guides you through programming advanced Excel features such as PivotTables, PivotCharts, and the Ribbon interface. Features:

- Contains 28 chapters loaded with illustrated "Hands-On" exercises and projects that guide you through the VBA programming language. Each example tells you exactly where to enter code, how to test it and then run it.
- Includes a comprehensive disc with source code, supplemental files, and color screen captures (Also available from the publisher for download by writing to [info@merclearning.com](mailto:info@merclearning.com)).
- Takes you from introductory topics--including recording and editing macros, using variables, and constants, writing subroutines/functions, conditional statements, and various methods of coding loops to repeat actions--to intermediate and advanced topics that include working with collections, class modules, arrays, file and database access, custom forms, error handling and debugging.
- Includes comprehensive coverage of native file handling in VBA, Windows Scripting Host (WSH), and low-level File Access.
- Demonstrates how to interact with Microsoft Access databases using both ADO and DAO Object Libraries to access and manipulate data.
- Includes chapters on programming charts, PivotTables, dialog boxes, custom forms, the Ribbon, Backstage View, context/shortcut menu customizations, as well as proper use of event procedures and callbacks.
- Provides a quick Hands-On introduction to the data analysis and transformation process using the new Excel 2016 Get & Transform feature and the "M" language formulas.
- Provides a practical coverage of using Web queries, HTML, XML, and VBScript in Classic ASP to retrieve and publish Excel data to the Web.

On The Companion Files:

- All source code and supplemental files for the Hands-On exercises and custom projects
- All images from the text (including 4-color screenshots)

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Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office—and earn the credential that proves it! With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology. With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This textbook focuses specifically on the combined topics of irrigation and drainage engineering. It emphasizes both basic concepts and practical applications of the latest technologies available. The design of irrigation, pumping, and drainage systems using Excel and Visual Basic for Applications programs are explained for both graduate and undergraduate students and practicing engineers. The book emphasizes environmental protection, economics, and engineering design processes. It includes detailed chapters on irrigation economics, soils, reference evapotranspiration, crop evapotranspiration, pipe flow, pumps, open-channel flow, groundwater, center pivots, turf and

landscape, drip, orchards, wheel lines, hand lines, surfaces, greenhouse hydroponics, soil water movement, drainage systems design, drainage and wetlands contaminant fate and transport. It contains summaries, homework problems, and color photos. The book draws from the fields of fluid mechanics, soil physics, hydrology, soil chemistry, economics, and plant sciences to present a broad interdisciplinary view of the fundamental concepts in irrigation and drainage systems design.

**Financial Modeling for Business Owners and Entrepreneurs: Developing Excel Models to Raise Capital, Increase Cash Flow, Improve Operations, Plan Projects, and Make Decisions** may be one of the most important books any entrepreneur or manager in a small or medium-sized enterprise will read. It combines logical business principles and strategies with a step-by-step methodology for planning and modeling a company and solving specific business problems. You'll learn to create operational and financial models in Excel that describe the workings of your company in quantitative terms and that make it far more likely you will avoid the traps and dead ends many businesses fall into. Serial entrepreneur and financial expert Tom Y. Sawyer shows how to break your company down into basic functional and operational components that can be modeled. The result is a financial model that, for example, you can literally take to the bank or bring to local angel investors to receive the funding you need to launch your business or a new product. Or it might be a model that shows with startling clarity that your new product development effort is a likely winner—or loser. Even better, you'll learn to create models that will serve as guideposts for ongoing operations. You'll always know just where you are financially, and where you need to be. The models you will learn to build in **Financial Modeling for Business Owners and Entrepreneurs** can be used to:

- Raise capital for startup or any stage of growth
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- Make astute business decisions, including go/no-go assessments
- Analyze ROI on your product development and marketing expenditures
- Streamline operations, manage budgets, improve efficiency, and reduce costs
- Value the business when it is time to cash out or merge

In addition to many valuable exercises and tips for using Excel to model your business, this book contains a combination of practical advice born of hard-won lessons, advanced strategic thought, and the insightful use of hard skills. With a basic knowledge of Excel assumed, it will help you learn to think like an experienced business person who expects to make money on the products or services offered to the public. You'll discover that the financial model is a key management tool that, if built correctly, provides invaluable assistance every step of the entrepreneurial journey. Tom Y. Sawyer has used the principles this book contains to create financial models of numerous startup and early-stage companies, assisting them

in planning for and raising the capital that they needed to grow their businesses and ultimately exit with multiples of their initial investment. Financial Modeling for Business Owners and Entrepreneurs, a mini-MBA in entrepreneurship and finance, will show you how you can do the same. Note: This book is an updated version of Sawyer's 2009 title, Pro Excel Financial Modeling. Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT 365 & OFFICE 2021 INTERMEDIATE thoroughly prepares you for the Microsoft Office Specialist (MOS) certification exam -- and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. Updated coverage of Microsoft 365 features and enhanced support for Mac users are included as well. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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