

Go With Microsoft Excel 2016 Comprehensive Go For Office 2016 Series

Now updated and revised to cover the latest features of Microsoft Office 2019 The world's leading suite of business productivity software, Microsoft Office helps users complete common business tasks, including word processing, email, presentations, data management and analysis, and much more. Whether you need accessible instruction on Word, Excel, PowerPoint, Outlook, or Access—or all of the above—this handy reference makes it easier. In Office X For Dummies, you'll get help with typing and formatting text in Word, creating and navigating an Excel spreadsheet, creating a powerful PowerPoint presentation, adding color, pictures, and sound to a presentation, configuring email with Outlook, designing an Access database, and more. Information is presented in the straightforward but fun language that has defined the Dummies series for more than twenty years. Get insight into common tasks and advanced tools Find full coverage of each application in the suite Benefit from updated information based on the newest software release Make your work life easier and more efficiently If you need to make sense of Office X and don't have time to waste, this is the trusted reference you'll want to keep close at hand!

Taking your spreadsheet skills to the next level, Mayes/Shank's FINANCIAL ANALYSIS WITH MICROSOFT EXCEL 2016, 8E, equips you with a solid foundation in corporate finance while helping you master the tools professionals use every day. It delivers thorough coverage of financial statements, cash budgets, time series forecasting, the Security Market Security Line, pro forma financial statements, cost of capital, VBA programming, Pivot Tables, and Get & Transform tools (formerly known as Power Query). With its unique self-directed learning approach, this reader-friendly book is an ideal resource for independent learning and a valuable reference tool. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with

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MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

USE EXCEL'S STATISTICAL TOOLS TO TRANSFORM YOUR DATA INTO KNOWLEDGE Nationally recognized Excel expert Conrad Carlberg shows you how to use Excel 2016 to perform core statistical tasks every business professional, student, and researcher should master. Using real-world examples and downloadable workbooks, Carlberg helps you choose the right technique for each problem and get the most out of Excel's statistical features. Along the way, he clarifies confusing statistical terminology and helps you avoid common mistakes. You'll learn how to use correlation and regression, analyze variance and covariance, and test statistical hypotheses using the normal, binomial, t, and F distributions. To help you make accurate inferences based on samples from a population, Carlberg offers insightful coverage of crucial topics ranging from experimental design to the statistical power of F tests. Updated for Excel 2016, this guide covers both modern consistency functions and legacy compatibility functions. Becoming an expert with Excel statistics has never been easier! In this book, you'll find crystal-clear instructions, insider insights, and complete step-by-step guidance. Master Excel's most useful descriptive and inferential statistical tools Understand how values cluster together or disperse, and how variables move or classify jointly Tell the truth with statistics—and recognize when others don't Infer a population's characteristics from a sample's frequency distribution Explore correlation and regression to learn how variables move in tandem Use Excel consistency functions such as STDEV.S() and STDEV.P() Test differences between two means using z tests, t tests, and Excel's Data Analysis Add-in Identify skewed distributions using Excel's new built-in box-and-whisker plots and histograms Evaluate statistical power and control risk Explore how randomized block and split plot designs alter the derivation of F-ratios Use coded multiple regression analysis to perform ANOVA with unbalanced factorial designs Analyze covariance with ANCOVA, and properly use multiple covariance Take advantage of Recommended PivotTables, Quick Analysis, and other Excel 2016 shortcuts

Maximize your Excel experience with VBA Excel 2016 Power Programming with VBA is fully updated to cover all the latest tools and tricks of Excel 2016. Encompassing an analysis of Excel application development and a complete introduction to Visual Basic for Applications (VBA), this comprehensive book presents all of the techniques you need to develop both large and small Excel applications. Over 800 pages of tips, tricks, and best practices shed light on key topics, such as the Excel interface, file formats, enhanced interactivity with other Office applications, and improved collaboration features. In addition to the procedures, tips, and ideas that will expand your capabilities,

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this resource provides you with access to over 100 online example Excel workbooks and the Power Utility Pak, found on the Mr. Spreadsheet website. Understanding how to leverage VBA to improve your Excel programming skills can enhance the quality of deliverables that you produce—and can help you take your career to the next level. Explore fully updated content that offers comprehensive coverage through over 900 pages of tips, tricks, and techniques Leverage templates and worksheets that put your new knowledge in action, and reinforce the skills introduced in the text Access online resources, including the Power Utility Pak, that supplement the content Improve your capabilities regarding Excel programming with VBA, unlocking more of your potential in the office Excel 2016 Power Programming with VBA is a fundamental resource for intermediate to advanced users who want to polish their skills regarding spreadsheet applications using VBA.

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

Emerging from numerous Excel courses, this book is not a collection of material, but a proper training book. It lead you to working with Excel from the beginning with many exercises. As it progresses step by step in the material, advanced exercises and applications are finally achieved. So also suitable for self-study! Completely colored printed! From the content: basics tables and workbooks, formula and coordinates, the function assistant, invoice, comment, calculations with date, a budget planning, expect interest, PMT, advanced formatting (hide, templates ...), evaluate a test series (mean

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value, median), create a diagram, advanced applications: travel expenses, currency table, score evaluation with VLOOKUP, monthly salaries with bonuses, logic with conditions, if-then conditions, trend calculation, pivot table, external data, protect data.....

"For over 17 years, instructors have relied upon the GO! series to teach Microsoft Office successfully. The series uses a project-based approach that clusters learning objectives around projects, rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed. Updated to Office 365, GO! with Microsoft® Office 365®, Excel 2019 Comprehensive adds tips for Mac users, revised instructional projects, and improved coverage of the what, why, and how of skills application."--Publisher's web page.

Your one-stop guide to all things Excel 2016 Excel 2016 All-in-One For Dummies, the most comprehensive Excel reference on the market, is completely updated to reflect Microsoft's changes in the popular spreadsheet tool. It offers you everything you need to grasp basic Excel functions, such as creating and editing worksheets, setting up formulas, importing data, performing statistical functions, editing macros with Visual Basic—and beyond. In no time, your Excel skills will go from 'meh' to excellent. Written by expert Greg Harvey, who has sold more than 4.5 million copies of his previous books combined and has taught and trained extensively in Microsoft Excel, this all-encompassing guide offers everything you need to get started with Excel. From generating pivot tables and performing financial functions to performing error trapping and building and running macros—and everything in between—this hands-on, friendly guide makes working with Excel easier than ever before. Serves as the ideal reference for solving common questions and Excel pain points quickly and easily Helps to increase productivity and efficiency when working in Excel Fully updated for the new version of Excel Covers basic and more advanced Excel topics If working in Excel occasionally makes you want to scream, this will be the dog-eared, dust-free reference you'll turn to again and again.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Microsoft Excel. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or

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Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

The complete guide to Excel 2016, from Mr. Spreadsheet himself **Whether you are just starting out or an Excel novice, the Excel 2016 Bible is your comprehensive, go-to guide for all your Excel 2016 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2016's new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2016 Bible has you covered with complete coverage and clear expert guidance.**

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Hone your advanced Excel 2016 skills. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel Expert 2016 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Ready-made practice files Sharpen the skills measured by these objectives: Create and Manage Workbooks Apply Custom Formatting and Layouts Create Advanced Formulas Perform Data Analysis Create Advanced Charts and PivotTables

Book + Content Update Program My Excel 2016 is your must-have companion for getting most out of Excel 2016. This friendly, quick, full-color, 100% practical tutorial walks you through every task you'll want to do with Excel 2016. Get productive fast with Excel 2016's updated interface Save time and make your data easier to work with Efficiently enter, insert, move, and manage data Use templates to reuse work and get a jumpstart on new projects Format worksheets and charts to make them clearer and more useful Use intuitive sparkline charts that fit in a single cell Build custom formulas using powerful built-in functions Sort, filter, and consolidate data and eliminate duplication Instantly group data and generate subtotals Quickly summarize huge data sets with PivotTables Find, fix, and avoid errors that break spreadsheets or cause inaccuracies Communicate more powerfully using visual tools such as SmartArt and WordArt Precisely control what you print and how it looks Securely share and distribute your workbooks Use Excel on the Web wherever you have Internet access Every task is presented step-by-step, using carefully annotated, colorful screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get started quickly. Throughout,

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the book is packed with helpful tips, lists, and quick solutions to the problems you're most likely to encounter. In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of Excel 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit

www.quepublishing.com/CUP. How to access the web edition: Follow the instructions in the book to learn how to register your book to access the FREE Web Edition.

Both computer rookies and hot shots can master Microsoft Office and Excel 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & Excel 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated 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.

Now in full color! The quick way to learn Microsoft Excel 2016! This is learning made easy. Get more done quickly with Excel 2016. Jump in wherever you need answers--brisk lessons and full-color screen shots show you exactly what to do, step by step. Quickly set up workbooks, enter data, and format it for easier viewing Perform calculations and find and correct errors Filter, sort, summarize, and combine data Analyze data by using PivotTables, PivotCharts, scenarios, data tables, and Solver Visualize data with charts and graphs, including new sunbursts, waterfalls, and treemaps Build data models and use them in business intelligence analyses Create timelines, forecasts, and visualizations, including KPIs and PowerMap data maps Look up just the tasks and lessons you need

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

"This book offers full, comprehensive coverage of Excel. Ideal for business courses." Real world problem solving for business and beyond The "Your Office" series prepares students to use both technical and soft skills in the real world.

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Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office(r) as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. "

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. Excel 2016 In Depth Full Color: Figures and code appear as they do in Excel 2016 Beyond the Basics...Beneath the Surface...In Depth Do more in less time! Experienced with Excel? Don't let Excel 2016 make you feel like a beginner again! This new full-color edition of the bestselling book has been completely overhauled. Gone is unnecessary and rarely used content; emphasis is on the most-used and new aspects of Excel 2016. The result is a focused book where every topic is relevant and worth learning. Excel 2016 In Depth is the fastest, smartest way to master Excel 2016's full power and updated interface. You'll discover how to leverage Excel's new tools for charting, business analysis, data visualization, forecasting, and more. • Quickly clean your data with Excel 2016's powerful Get & Transform tools • Discover Excel 2016's newest charts: waterfall, histogram, Pareto, sunburst, TreeMap, and Box and Whisker • Use Forecast Sheets to forecast the future, including seasonal adjustments • Pivot data on

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maps with 3D Maps, and animate your maps over time • Create formulas, charts, subtotals, and pivot tables faster than ever • Create amazing PowerPivot data mashups that integrate information from anywhere • Automate repetitive functions using Excel macros • Solve real-world business intelligence analysis problems • Use PowerPivot Data Model to create pivot tables from multiple data sets without VLOOKUP • Share workbooks on the Web and social networks • Leverage Excel to create highly interactive web pages and online surveys • Quickly apply attractive, consistent formats This book is part of Que's Content Update Program. As Microsoft updates features of Excel, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

As part of the Pocket Primer series, this book was designed for someone like you who needs to master Excel programming fundamentals without spending too much time. All you need is a short book to get you started. It will show you only the things you need to know to feel at home with VBA. What you learn in this book on Excel programming will also apply to other programming, for example, Access. The book is divided into nine chapters that progressively introduce you to programming Microsoft Excel 2016. Features: • Includes a companion disc with all of the hands-on files needed to complete the chapter projects and all the images from the text • Introduces you to programming Microsoft Excel 2016 Now readers can develop the 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: INTERMEDIATE. Updated with all-new case scenarios, this complete book clearly applies the 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: INTERMEDIATE help readers understand the importance of what they're learning. This edition focuses on strengthening 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.

ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE engages both computer rookies and today's pros as this edition guides readers in thoroughly mastering advanced Microsoft Excel 2016 skills. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application to ensure readers gain a complete understanding of Microsoft Excel 2016. Important Notice: Media

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Let your Excel skills soar to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite, this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool. Written by bestselling author Greg Harvey, it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheet makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest installment of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more. Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop, laptop, or tablet Share spreadsheets via email, online meetings, and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Excel 2016 For Dummies sets you up for success.

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & EXCEL 2016: ADVANCED is the ideal resource for master advanced Microsoft Excel 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Excel 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for readers to master the skills needed in any working or learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A guide to PowerPivot and Power Query no data cruncher should be without! Want to familiarize yourself with the rich set of Microsoft Excel tools and reporting capabilities available from PowerPivot and Power Query? Look no further! Excel PowerPivot & Power Query For Dummies shows you how this powerful new set of tools can be leveraged to more effectively source and incorporate 'big data' Business Intelligence and Dashboard reports. You'll discover how PowerPivot and Power Query not only allow you to save time and simplify your processes, but also enable you to substantially enhance your data analysis and reporting capabilities. Gone are the days of relatively small amounts of data—today's data environment demands more from business analysts than ever before. Now, with the help of this friendly, hands-on guide, you'll learn to use PowerPivot and Power Query to expand your skill-set from the one-dimensional spreadsheet to new territories, like relational databases, data integration, and

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multi-dimensional reporting. Demonstrates how Power Query is used to discover, connect to, and import your data Shows you how to use PowerPivot to model data once it's been imported Offers guidance on using these tools to make analyzing data easier Written by a Microsoft MVP in the lighthearted, fun style you've come to expect from the For Dummies brand If you spend your days analyzing data, Excel PowerPivot & Power Query For Dummies will get you up and running with the rich set of Excel tools and reporting capabilities that will make your life—and work—easier.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to Microsoft Access 2013. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalize Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! series' one-of-a kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students.

Designed for a new generation of learners "Skills for Success" teaches students the way they prefer to learn software instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screens image to guide students as they progress through each new skill. No matter what device they are using desktop or tablet or their current skill level, students will learn what they need to get started quickly. Note: You are purchasing a standalone product; MyMathLab does not come packaged with this content. Students, if interested in purchasing this title with MyMathLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. " ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Office and Excel 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles 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.

Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students

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can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Provides an introduction to data analysis and business modeling using Microsoft Excel. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Excel. Ideal for business courses. Real world problem solving for business and beyond The Your Office series prepares students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Now in its third edition, this title teaches an often intimidating and difficult subject in a way that is informative, personable, and clear.

An award-winning business professor and corporate consultant shares the best of his real-world experience in this practical, scenario-focused guide--fully updated for Excel 2010.

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.

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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. GO! with Office 2016 Getting Started is an Introductory text that offers a chapter on core Office 2016 features, and then one chapter for each of the four primary applications that introduces students to the basic features of each. Using the scenario-based instructional projects students learn the basics and then apply them through mastery, problem-solving, and critical thinking projects. In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. NOTE: This is the standalone book(spiral bound), if you want the book/access card order the ISBN below; 0134582152 / 9780134582153 GO! with Microsoft Office 2016 Getting Started & MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action Package Package consists of: 0134444957 / 9780134444956 MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action 0134497066 / 9780134497068 GO! with Microsoft Office 2016 Getting Started ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products.

Leverage the full power of Excel formulas Excel 2016 Formulas is fully updated to cover all of the tips, tricks, and techniques you need to maximize the power of Excel 2016 through the use of formulas. This comprehensive book explains how to create financial formulas, release the power of array formulas, develop custom worksheet functions with VBA, debug formulas, and much more. Whether you're a beginner, a power user, or somewhere in between this is your essential go-to for the latest on Excel formulas. When conducting simple math or building highly complicated spreadsheets that require formulas up to the task, leveraging the right formula can heighten the accuracy and efficiency of your work, and can improve the speed with which you compile and analyze data. Understanding which formulas to use and knowing how to create a formula when you need to are essential. Access tips, tricks, and techniques that have been fully updated to reflect the latest capabilities of Microsoft Excel Create and use formulas that have the power to transform your Excel experience Leverage supplemental material online, including sample files, templates, and worksheets from the book

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"This book offers full, comprehensive coverage of " "Microsoft "Excel." Beyond point-and-click The goal of the "Exploring" series is to move students beyond the point-and-click, to understanding the "why "and "how" behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the "Exploring" series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab (r) is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information."

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