

Statistics For Managers Using Ms Excel 6th Edition

For undergraduate Business Statistics Courses. This title is a Pearson Global Edition. The Editorial team at Pearson has worked closely with educators around the world to include content which is especially relevant to students outside the United States. Analyze the data, see the business relevance. Reducing the emphasis on doing computations, this practical text thoroughly integrates Microsoft(R) Excel as a tool for analysis and presents statistical concepts in the context of the functional areas of business. The sixth edition focuses on making statistics even more relevant to the business world and builds on the book's hallmark feature of helping students with the analysis of statistics.

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!

More and more organizations around the globe are expecting that professionals will make data-driven decisions. Employees, team leaders, managers, and executives that can think quantitatively should be in high demand. The goal of this book is to increase ability to identify a problem, collect data, organize, and analyze data that will help aid in making more effective decisions. This book will provide you with a solid foundation for thinking quantitatively within your company. To help facilitate this objective, this book follows two fictitious companies that encounter a series of business problems, while demonstrating how managers would use the concepts in the book to solve these problems and determine the next course of action. This book is for beginners and does not require prior statistical training. All computations will be completed using Microsoft Excel.

For undergraduate business statistics courses. Analysing the Data Applicable to Business This text is the gold standard for learning how to use Microsoft Excel® in business statistics, helping students gain the understanding they need to be successful in their careers. The authors present statistics in the context of specific business fields; full chapters on business analytics further prepare students for success in their professions. Current data throughout the text lets students practice analysing the types of data they will see in their professions. The friendly writing style include tips throughout to encourage learning. The book also integrates PHStat, an add-in that bolsters the statistical functions of Excel. The full text downloaded to your computer With eBooks you can: search for key concepts, words and phrases make highlights and notes as you study share your notes with friends eBooks are downloaded to your computer and accessible either offline through the Bookshelf (available as a free download), available online and also via the iPad and Android apps. Upon purchase, you will receive via email the code and instructions on how to access this product. Time limit The eBooks products do not have an expiry date. You will continue to access your digital ebook products whilst you have your Bookshelf installed. Designed for either one-semester or two-semester introductory business statistics course at the undergraduate or graduate level. This is the first business statistics text designed specifically to use Microsoft Excel as a means of teaching statistical business applications. Provides streamlined coverage of a range of statistical topics with a managerial focus. The UPDATED VERSION will contain: 1.) a new chapter on Decision Analysis (Ch. 14); 2.) Excel 97 (8.0) supplement this supplement consists of four parts; 3.) A disk which contains fully developed Excel worksheets for all Excel examples/problems in the book. These are all ready-to-use and completely documented. PLUS, we have enhanced the text with 18 of the most commonly used worksheets which have been automated. This allows the user to solve examples/problems of any size all with the click of a button.

For a one- or two-term course in Business Statistics at the undergraduate or graduate level. This comprehensive 19-chapter business statistics text provides sufficient breadth of coverage and an applied approach which focuses on concepts and applications of statistics to the functional areas of business accounting, marketing, management, and economics and finance. Thoroughly revised to shift its emphasis more on concepts than statistical methods, it shows students how to properly use statistics to analyze data, demonstrates how computer software is an integral part of this analysis, and provides myriad cases and projects support the learning process.

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.

This book shows the capabilities of Microsoft Excel in teaching health services management statistics effectively. Similar to the previously published Excel 2013 for Health Services Management Statistics, this book is a step-by-step exercise-driven guide for students and practitioners who need to master Excel to solve practical health service management problems. If understanding statistics isn't your strongest suit, you are not especially mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and managers, is also an effective teaching and learning tool for quantitative analyses in health service courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, Excel 2016 for Health Services Management Statistics: A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand health service management problems. Practice problems are provided at the end of each chapter with their solutions in an appendix. Separately, there is a full Practice Test (with

answers in an Appendix) that allows readers to test what they have learned.

Managing & Using Information Systems: A Strategic Approach provides a solid knowledgebase of basic concepts to help readers become informed, competent participants in Information Systems (IS) decisions. Written for MBA students and general business managers alike, the text explains the fundamental principles and practices required to use and manage information, and illustrates how information systems can create, or obstruct, opportunities within various organizations. This revised and updated seventh edition discusses the business and design processes relevant to IS, and presents a basic framework to connect business strategy, IS strategy, and organizational strategy. Readers are guided through each essential aspect of information Systems, including information architecture and infrastructure, IT security, the business of Information Technology, IS sourcing, project management, business analytics, and relevant IS governance and ethical issues. Detailed chapters contain mini cases, full-length case studies, discussion topics, review questions, supplemental reading links, and a set of managerial concerns related to the topic.

For undergraduate business statistics courses. Analyzing the Data Applicable to Business This text is the gold standard for learning how to use Microsoft Excel® in business statistics, helping students gain the understanding they need to be successful in their careers. The authors present statistics in the context of specific business fields; full chapters on business analytics further prepare students for success in their professions. Current data throughout the text lets students practice analyzing the types of data they will see in their professions. The friendly writing style include tips throughout to encourage learning. The book also integrates PHStat, an add-in that bolsters the statistical functions of Excel. MyStatLab™ not included. Students, if MyStatLab is a recommended/mandatory component of the course, please ask your instructor for the correct ISBN and course ID. MyStatLab should only be purchased when required by an instructor. Instructors, contact your Pearson representative for more information. MyStatLab from Pearson is the world's leading online resource for teaching and learning statistics, integrating interactive homework, assessment, and media in a flexible, easy-to-use format. MyStatLab is a course management system that delivers improving results in helping individual students succeed.

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. Analyze the data, see the business relevance. Reducing the emphasis on doing computations, this practical text thoroughly integrates Microsoft® Excel as a tool for analysis and presents statistical concepts in the context of the functional areas of business. The sixth edition focuses on making statistics even more relevant to the business world and builds on the book's hallmark feature of helping readers with the analysis of statistics.

An important activity for an organization's leaders and managers is making decisions associated with problem-solving. Making decisions is a complex endeavor where choices are made from courses of action where resources are limited and in the presence of constraints. Written as a guide, this book offers a quantitative approach to decision-making. The process of decision-making is presented from a holistic point of view. This book offers a basic understanding of the issues and processes involved in decision-making by presenting the tools associated with problem analysis, tools that enable developing choices, as well as tools used to normalize judgment criteria achievement so that they are comparable across measures using different scales. Several solution methods for decision problems that have one evaluation criterion are explained first. Methods for problems with multiple criteria for evaluating alternate solutions are discussed as well. The multiple criteria methods include those that do not require any explicit preference or trade-off information from the decision-maker and those that do require the decision-maker's preference or trade-off information. The intended audience of the book includes technical and nontechnical professionals, managers, and supervisors at all levels, and engineering and business educators. The book would also be useful to undergraduate students, beginning graduate students, and recent graduates of professional programs, or in mathematics, computer science, natural sciences, and humanities.

MODERN BUSINESS STATISTICS, 5E allows students to gain a strong conceptual understanding of statistics with a balance of real-world applications and a focus on the integrated strengths of Microsoft Excel 2013. To ensure student understanding, this best-selling, comprehensive text carefully discusses and clearly develops each statistical technique in a solid application setting. Microsoft Excel 2013 instruction, which is integrated in each chapter, plays an integral part in strengthening this edition's applications orientation. Immediately after each easy-to-follow presentation of a statistical procedure, a subsection discusses how to use Excel to perform the procedure. This integrated approach emphasizes the applications of Excel while focusing on the statistical methodology. Step-by-step instructions and screen captures further clarify student learning. A wealth of timely business examples, proven methods, and additional exercises throughout this edition demonstrate how statistical results provide insights into business decisions and present solutions to contemporary business problems. High-quality problems noted for their unwavering accuracy and the authors' signature problem-scenario approach clearly show how to apply statistical methods to practical business situations. New case problems and self-tests allow students to challenge their personal understanding.

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Experts estimate that as many as 98,000 people die in any given year from medical errors that occur in hospitals. That's more than die from motor vehicle accidents, breast cancer, or AIDS--three causes that receive far more public attention. Indeed, more people die annually from medication errors than from workplace injuries. Add the financial cost to the human tragedy, and medical error easily rises to the top ranks of urgent, widespread public problems. To Err Is Human breaks the silence that has surrounded medical errors and their consequence--but not by pointing fingers at caring health care professionals who make honest mistakes. After all, to err is human. Instead, this book sets forth a national agenda--with state and local implications--for reducing medical errors and improving patient safety through the design of a safer health system. This volume reveals the

often startling statistics of medical error and the disparity between the incidence of error and public perception of it, given many patients' expectations that the medical profession always performs perfectly. A careful examination is made of how the surrounding forces of legislation, regulation, and market activity influence the quality of care provided by health care organizations and then looks at their handling of medical mistakes. Using a detailed case study, the book reviews the current understanding of why these mistakes happen. A key theme is that legitimate liability concerns discourage reporting of errors--which begs the question, "How can we learn from our mistakes?" Balancing regulatory versus market-based initiatives and public versus private efforts, the Institute of Medicine presents wide-ranging recommendations for improving patient safety, in the areas of leadership, improved data collection and analysis, and development of effective systems at the level of direct patient care. *To Err Is Human* asserts that the problem is not bad people in health care--it is that good people are working in bad systems that need to be made safer. Comprehensive and straightforward, this book offers a clear prescription for raising the level of patient safety in American health care. It also explains how patients themselves can influence the quality of care that they receive once they check into the hospital. This book will be vitally important to federal, state, and local health policy makers and regulators, health professional licensing officials, hospital administrators, medical educators and students, health caregivers, health journalists, patient advocates--as well as patients themselves. First in a series of publications from the Quality of Health Care in America, a project initiated by the Institute of Medicine

Thought you couldn't learn statistics? You can – and you will! *Even You Can Learn Statistics and Analytics, Third Edition* is the practical, up-to-date introduction to statistics – for everyone! Now fully updated for "big data" analytics and the newest applications, it'll teach you all the statistical techniques you'll need for finance, marketing, quality, science, social science, and more – one easy step at a time. Simple jargon-free explanations help you understand every technique, and extensive practical examples and worked problems give you all the hands-on practice you'll need. This edition contains more practical examples than ever – all updated for the newest versions of Microsoft Excel. You'll find downloadable practice files, templates, data sets, and sample models – including complete solutions you can put right to work! Learn how to do all this, and more: Apply statistical techniques to analyze huge data sets and transform them into valuable knowledge Construct and interpret statistical charts and tables with Excel or OpenOffice.org Calc 3 Work with mean, median, mode, standard deviation, Z scores, skewness, and other descriptive statistics Use probability and probability distributions Work with sampling distributions and confidence intervals Test hypotheses with Z, t, chi-square, ANOVA, and other techniques Perform powerful regression analysis and modeling Use multiple regression to develop models that contain several independent variables Master specific statistical techniques for quality and Six Sigma programs Hate math? No sweat. You'll be amazed at how little you need. Like math? Optional "Equation Blackboard" sections reveal the mathematical foundations of statistics right before your eyes. If you need to understand, evaluate, or use statistics in business, academia, or anywhere else, this is the book you've been searching for!

Render provides a modern, Excel-Based, and thoroughly Canadian introduction to management science concepts and techniques. This second edition has more fully integrated Canadian content than before and continues to be a perfect balance between decision modeling and the use of spreadsheets to set up and solve modeling problems.

The overwhelming majority of a software system's lifespan is spent in use, not in design or implementation. So, why does conventional wisdom insist that software engineers focus primarily on the design and development of large-scale computing systems? In this collection of essays and articles, key members of Google's Site Reliability Team explain how and why their commitment to the entire lifecycle has enabled the company to successfully build, deploy, monitor, and maintain some of the largest software systems in the world. You'll learn the principles and practices that enable Google engineers to make systems more scalable, reliable, and efficient—lessons directly applicable to your organization. This book is divided into four sections: Introduction—Learn what site reliability engineering is and why it differs from conventional IT industry practices Principles—Examine the patterns, behaviors, and areas of concern that influence the work of a site reliability engineer (SRE) Practices—Understand the theory and practice of an SRE's day-to-day work: building and operating large distributed computing systems Management—Explore Google's best practices for training, communication, and meetings that your organization can use

This book fills a void for a balanced approach to spreadsheet-based decision modeling. In addition to using spreadsheets as a tool to quickly set up and solve decision models, the authors show how and why the methods work and combine the user's power to logically model and analyze diverse decision-making scenarios with software-based solutions. The book discusses the fundamental concepts, assumptions and limitations behind each decision modeling technique, shows how each decision model works, and illustrates the real-world usefulness of each technique with many applications from both profit and nonprofit organizations. The authors provide an introduction to managerial decision modeling, linear programming models, modeling applications and sensitivity analysis, transportation, assignment and network models, integer, goal, and nonlinear programming models, project management, decision theory, queuing models, simulation modeling, forecasting models and inventory control models. The additional material files Chapter 12 Excel files for each chapter Excel modules for Windows Excel modules for Mac 4th edition errata can be found at <https://www.degruyter.com/view/product/486941>

In today's fast growing digital world, the web, mobile, social networks and other digital platforms are producing enormous amounts of data that hold intelligence and valuable information. Correctly used it has the power to create sustainable value in different forms for businesses. The commonly used term for this data is Big Data, which includes structured, unstructured and hybrid structured data. However, Big Data is of limited value unless insightful information can be extracted from the sources of data. The solution is Big Data analytics, and how managers and executives can capture value from this vast resource of information and insights. This book develops a simple framework and a non-technical approach to help the reader understand, digest and analyze data, and produce meaningful analytics to make informed decisions. It will support value creation within businesses, from customer care to product innovation, from sales and marketing to operational performance. The authors provide multiple case studies on global industries and business units, chapter summaries and discussion questions for the reader to consider and explore. *Big Data for Managers* also presents small cases and challenges for the reader to work on – making this a thorough and practical guide for students and managers.

Foreword. A transformed scientific method. Earth and environment. Health and wellbeing. Scientific infrastructure. Scholarly communication.

Applied Business Statistics for Business and Management using Microsoft Excel is the first book to illustrate the capabilities of Microsoft Excel to teach applied statistics effectively. It is a step-by-step exercise-driven guide for students and practitioners who need to master Excel to solve practical statistical problems in industry. If understanding statistics isn't your strongest suit, you are not especially mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and managers, is also an effective teaching and learning tool for quantitative analyses in statistics courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, *Applied Business Statistics for Business and*

Management capitalizes on these improvements by teaching students and practitioners how to apply Excel to statistical techniques necessary in their courses and workplace. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand business problems. Practice problems are provided at the end of each chapter with their solutions.

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

Finally, an introduction to statistics for aspiring managers, leaders and decision makers who do not need to know all the details of statistical theory and just want real applications and commonsense explanations using words and diagrams -- without a jumble of Greek letters and mathematical formulas. The focus is on conceptual understanding, simplicity, and counterintuitive phenomena that can occur. This textbook is for an undergraduate or MBA introductory statistics course and covers summary statistics, probability, hypothesis testing, correlation, multiple regression, and includes an Excel add-in for histograms and stepwise regression. The author Erol Peköz teaches on the faculty of the Boston University School of Management and is the author of numerous technical articles and the recent book *A Second Course in Probability*.

Introductory Statistics is designed for the one-semester, introduction to statistics course and is geared toward students majoring in fields other than math or engineering. This text assumes students have been exposed to intermediate algebra, and it focuses on the applications of statistical knowledge rather than the theory behind it. The foundation of this textbook is *Collaborative Statistics*, by Barbara Illowsky and Susan Dean. Additional topics, examples, and ample opportunities for practice have been added to each chapter. The development choices for this textbook were made with the guidance of many faculty members who are deeply involved in teaching this course. These choices led to innovations in art, terminology, and practical applications, all with a goal of increasing relevance and accessibility for students. We strove to make the discipline meaningful, so that students can draw from it a working knowledge that will enrich their future studies and help them make sense of the world around them.

Coverage and Scope Chapter 1 Sampling and Data Chapter 2 Descriptive Statistics Chapter 3 Probability Topics Chapter 4 Discrete Random Variables Chapter 5 Continuous Random Variables Chapter 6 The Normal Distribution Chapter 7 The Central Limit Theorem Chapter 8 Confidence Intervals Chapter 9 Hypothesis Testing with One Sample Chapter 10 Hypothesis Testing with Two Samples Chapter 11 The Chi-Square Distribution Chapter 12 Linear Regression and Correlation Chapter 13 F Distribution and One-Way ANOVA

For undergraduate Business Statistics Courses. This Global Edition has been edited to include enhancements making it more relevant to students outside the United States Analyze the data, see the business relevance. Reducing the emphasis on doing computations, this practical text thoroughly integrates Microsoft® Excel as a tool for analysis and presents statistical concepts in the context of the functional areas of business.

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"This package includes MyStatLab . " Analyzing the Data Applicable to Business This text is the gold standard for learning how to use Microsoft Excel(r) in business statistics, helping students gain the understanding they need to be successful in their careers. The authors present statistics in the context of specific business fields; full chapters on business analytics further prepare students for success in their professions. Current data throughout the text lets students practice analyzing the types of data they will see in their professions. The friendly writing style include tips throughout to encourage learning. The book also integrates PHStat, an add-in that bolsters the statistical functions of Excel. Personalize learning with MyStatLab MyStatLab is an online homework, tutorial, and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a personalized study plan that helps them absorb course material and understand difficult concepts. 0134465970 / 9780134465975 Statistics for Managers Using Microsoft Excel Plus MyStatLab with Pearson eText -- Access Card

Package, 8/e Package consists of: 0134173058 / 9780134173054 Statistics for Managers Using Microsoft Excel 032192147X / 9780321921475 MyStatLab for Business Statistics -- Glue-In Access Card 0321929713 / 9780321929716 MyStatLab for Business Statistics Sticker "

Score higher in your business statistics course? Easy. Business statistics is a common course for business majors and MBA candidates. It examines common data sets and the proper way to use such information when conducting research and producing informational reports such as profit and loss statements, customer satisfaction surveys, and peer comparisons. Business Statistics For Dummies tracks to a typical business statistics course offered at the undergraduate and graduate levels and provides clear, practical explanations of business statistical ideas, techniques, formulas, and calculations, with lots of examples that shows you how these concepts apply to the world of global business and economics. Shows you how to use statistical data to get an informed and unbiased picture of the market Serves as an excellent supplement to classroom learning Helps you score your highest in your Business Statistics course If you're studying business at the university level or you're a professional looking for a desk reference on this complicated topic, Business Statistics For Dummies has you covered.

Praise for the Second Edition: "The authors present an intuitive and easy-to-read book. ... accompanied by many examples, proposed exercises, good references, and comprehensive appendices that initiate the reader unfamiliar with MATLAB." —Adolfo Alvarez Pinto, International Statistical Review "Practitioners of EDA who use MATLAB will want a copy of this book. ... The authors have done a great service by bringing together so many EDA routines, but their main accomplishment in this dynamic text is providing the understanding and tools to do EDA. —David A Huckaby, MAA Reviews Exploratory Data Analysis (EDA) is an important part of the data analysis process. The methods presented in this text are ones that should be in the toolkit of every data scientist. As computational sophistication has increased and data sets have grown in size and complexity, EDA has become an even more important process for visualizing and summarizing data before making assumptions to generate hypotheses and models. Exploratory Data Analysis with MATLAB, Third Edition presents EDA methods from a computational perspective and uses numerous examples and applications to show how the methods are used in practice. The authors use MATLAB code, pseudo-code, and algorithm descriptions to illustrate the concepts. The MATLAB code for examples, data sets, and the EDA Toolbox are available for download on the book's website. New to the Third Edition Random projections and estimating local intrinsic dimensionality Deep learning autoencoders and stochastic neighbor embedding Minimum spanning tree and additional cluster validity indices Kernel density estimation Plots for visualizing data distributions, such as beanplots and violin plots A chapter on visualizing categorical data

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.

Known for its brevity and student-friendly approach, Essential Statistics for Public Managers and Policy Analysts remains one of the most popular introductory books on statistics for public policy and public administration students, using carefully selected examples tailored specifically for them. The Fourth Edition continues to offer a conceptual understanding of statistics that can be applied readily to the real-life challenges of public administrators and policy analysts. The book provides examples from the areas of human resources management, organizational behavior, budgeting, and public policy to illustrate how public administrators interact with and analyze data. The text may be paired with the workbook Exercising Essential Statistics, Fourth Edition to help students apply each statistical technique introduced in the text. Click here to see more information about the workbook. Use bundle ISBN: 978-1-5063-7366-9. Available with Perusall—an eBook that makes it easier to prepare for class Perusall is an award-winning eBook platform featuring social annotation tools that allow students and instructors to collaboratively mark up and discuss their SAGE textbook. Backed by research and supported by technological innovations developed at Harvard University, this process of learning through collaborative annotation keeps your students engaged and makes teaching easier and more effective. Learn more.

Introductory Business Statistics is designed to meet the scope and sequence requirements of the one-semester statistics course for business, economics, and related majors. Core statistical concepts and skills have been augmented with practical business examples, scenarios, and exercises. The result is a meaningful understanding of the discipline, which will serve students in their business careers and real-world experiences.

The New York Times–bestselling time management book from the author of The 7 Habits of Highly Effective People. Stephen R. Covey's First Things First is the gold standard for time management books. His principle-centered approach for prioritizing gives you time management tips that enable you to make changes and sacrifices needed in order to obtain happiness and retain a feeling of security. First Things First: The Interactive Edition takes Dr. Covey's philosophy and remasters the entire text to include easy-to-

understand infographics, analysis, and more. This time-saving version of First Things First is the efficient way to apply Dr. Covey's tested and validated time management tips, while retaining his core message. This guide will help you: • Get more done in less time • Develop and retain rich relationships • Attain inner peace • Create balance in your life • And, put first things first "Covey is the hottest self-improvement consultant to hit US business since Dale Carnegie." —USA Today "Covey has reached the apex with First Things First. This is an important work. I can't think of anyone who wouldn't be helped by reading it." —Larry King, CNN "These goals embody a perfect balance of the mental, the physical, the spiritual, and the social." —Booklist

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