

Excel Chapter Exercises

If you're a SQL programmer or an experienced Excel user, here at last is the ultimate resource on developing reporting solutions with Excel. Focused on report development using OLTP databases, this book is packed with comprehensive information on both technical and strategic aspects. You'll thoroughly examine the main features of Excel's reporting technology- PivotTable reports, Spreadsheet reports, parameter queries, and web components. With notes, tips, warnings, and real-world examples in each chapter, you'll be able to put your knowledge to work immediately. This book includes: Single-source coverage of Excel's report development features Extensive and in-depth information on PivotTable and Spreadsheet report features, functions, and capabilities Thorough documentation of the Microsoft Query program included with Excel Comprehensive information on Excel's client-based OLAP cube tools for processing very large datasets from OLTP data sources Detailed information on creating and working with web-enabled Excel reports

Disks contain: Data sets for text exercises in Excel v 4.0 worksheet format -- Macros developed by authors for statistical calculations.

A compendium of health care quantitative techniques based in Excel Analytics and Decision Support in Health Care Operations is a comprehensive introductory guide to quantitative techniques, with practical Excel-based solutions for strategic health care management. This new third edition has been extensively updated to reflect the continuously evolving field, with new coverage of predictive analytics, geographical information systems, flow process improvement, lean management, six sigma, health provider productivity and benchmarking, project management, simulation, and more. Each chapter includes additional new exercises to illustrate everyday applications, and provides clear direction on data acquisition under a variety of hospital information systems. Instructor support includes updated Excel templates, PowerPoint slides, web based chapter end supplements, and data banks to facilitate classroom instruction, and working administrators will appreciate the depth and breadth of information with clear applicability to everyday situations. The ability to use analytics effectively is a critical skill for anyone involved in the study or practice of health services administration. This book provides a comprehensive set of methods spanning tactical, operational, and strategic decision making and analysis for both current and future health care administrators. Learn critical analytics and decision support techniques specific to health care administration Increase efficiency and effectiveness in problem-solving and decision support Locate appropriate data in different commonly-used hospital information systems Conduct analyses, simulations, productivity measurements, scheduling, and more From statistical techniques like multiple regression, decision-tree analysis, queuing and simulation, to field-specific applications including surgical suite scheduling, roster management, quality monitoring, and more, analytics play a central role in health care administration. Analytics and Decision Support in Health Care Operations provides essential guidance on these critical skills that every professional needs.

From formulas to functions to the latest features - practice and plan Excel tasks with ease Confused by Excel? Want to make the most of its capabilities? No worries - this hands-on workbook gets you up to speed in a step-by-step manner. From navigating the new user interface and creating your first spreadsheet to using formulas, working with charts and graphics, managing and securing data, and creating macros, you'll do it all with the help of practice files and more than 30 walk-throughs of Excel features on the CD-ROM. Plus, you get full coverage of all the new and enhanced features of Excel 2007! See how to * Set up, format, and edit basic spreadsheets * Manage and secure your Excel data * Create formulas and functions for finance, date and time, math, text, and more * Master data analysis with pivot tables * Save and share your spreadsheet data Quick refresher explanations Step-by-step

procedures Hands-on practice exercises Tear-out Cheat Sheet A dash of humor and fun All this on the bonus CD-ROM * Dynamic video walk-throughs demonstrate Excel features and tasks * Practice files let you work through the exercises in the book For details and complete system requirements, see the CD-ROM appendix.

A series of Book of Computers . The ebook version does not contain CD.

This book provides an introduction and application of statistics to business analytic problems. Get on the fast track to mastering Excel Want to find success in your profession or business? Master the timesaving tools you'll need in the real world, like Excel 2007. Whether you're a student, a professional, or an entrepreneur, you can learn Excel with this start-to-finish guide. Gain solid skills as you go from station to station in a series of clear-cut tutorials on Excel spreadsheet basics, integration with other applications, macro creation, and more. Start your journey today on The L Line. Get the basics of the new user interface and how to create spreadsheets Apply formulas, build charts, and explore pivot tables Filter, sort, analyze, and validate your data Customize Excel, create macros, and use add-ins All aboard for valuable online extras Visit the L Line Web site at www.wiley.com/go/theline for valuable online supplementary materials: Test bank with challenging review questions PowerPoint(r) slides with chapter outlines Free sample files Along The L Line Complete tutorial coverage with step-by-step instruction Ample illustrations and examples Real-world case studies, applications, and hints for avoiding pitfalls Practice exams that let you evaluate your progress

Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated – Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability

Business activity monitoring, or BAM, provides real-time business intelligence by capturing data as it flows through a business system. By using BAM, you can monitor a business process in real time and generate alerts when the process needs human intervention. Pro Business Activity Monitoring in BizTalk 2009 focuses on Microsoft's BAM tools, which provide a flexible infrastructure that captures data from Windows Communication Foundation, Windows Workflow Foundation, .NET applications, and BizTalk Server. This book shows why BAM is an important component of any business intelligence strategy because it bridges the gap between business intelligence and business process management. Part One of the book covers the basics of BAM. It teaches you how to install BAM, and then it leads you through a complete but simple project to capture data from a WCF service Part Two of the book describes the BAM tool set. It shows you

how to define the data that is captured by BAM, wire up a BizTalk application for BAM, and view BAM data using the BAM Portal Part Three of the book focuses on monitoring applications written in WCF or WF. It also shows you how to use the BAM API Part Four of the book covers advanced topics in BAM. These topics include integrating BAM with Microsoft's BI stack, creating relationships between BAM activities, managing BAM servers, and monitoring BizTalk applications using BAM This book contains numerous exercises to help you learn BAM. Source code for the samples is available from Apress.com. For many CIOs, business intelligence is at the top of their priority lists. Learn why with Pro Business Activity Monitoring in BizTalk 2009.

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.

Now readers can get all the accuracy and authority of the best-selling intermediate accounting book in the new second edition of this brief, streamlined version! Fundamentals of Intermediate Accounting presents a balanced discussion of concepts and applications, explaining the rationale behind business transactions before addressing the accounting and reporting for those activities. Readers will gain a solid foundation in such areas as the standard-setting process, the three major financial statements, revenue recognition, income taxes, reporting disclosure issues, and much more.

Excel is the most sophisticated spreadsheet program available, making it easy for you to create a variety of analyses and calculations for personal and professional use. However, this program is much more than just an electronic version of an accountant's green sheet, and mastering even the most basic functions can be a challenge. Excel Workbook For Dummies is specially designed to give you the hands-on experience you need to start using this great program with confidence and efficiency. This guide is packed with hundreds of exercises that walk you through the ins and outs of Excel at your own pace. You'll have all the tools you need to: Enter spreadsheet data Format, modify, and print your spreadsheet Copy and correct formulas Create date and time formulas Use math, statistical, lookup, and logical functions Chart spreadsheet data Add graphics to the spreadsheet Manage and secure your data Perform what-if analyses Generate pivot tables Publish spreadsheets as Web pages Add hyperlinks to spreadsheets Take advantage of Macros and Visual Basic Editor Included is a bonus CD-ROM full of useful features, including sample files for all exercises in the book, a variety of important Excel tools, worksheets, and templates for financial planning, and a trial version of Crystal Xcelsius to get you started making progress and becoming an Excel expert! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Offering a strong foundation for presenting and interpreting statistical information in business and management, this book is based entirely on using Microsoft Excel where all appropriate statistical functions are referenced. Includes a CD-ROM.

This text is written for high school graduates preparing to take business or science courses at community colleges or universities, working professionals who feel they need a math review from the basics, and young students and working professionals.

The "Exploring Windows 95" series has been updated to accommodate the Microsoft Windows 95 operating system. Problem sets have been expanded to review and extend the information, with four levels of end-of-chapter exercises. This work explores Microsoft Ex

Excel Crash Course for Engineers is a reader-friendly introductory guide to the features, functions, and applications of Microsoft Excel in engineering. The book provides readers with real-world examples and exercises that are directly related to engineering, and offers highly illustrated, step-by-step demonstrations of techniques to solve and visualize engineering problems and situations. The book includes an introduction to MS Excel, along with in-depth coverage of graphing and charting, functions and formulae, Excel's Visual Basic for Applications (VBA) programming language, and engineering data analysis. This powerful tutorial is a great resource for students, engineers, and other busy technical professionals who need to quickly acquire a solid understanding of Excel.

Written by and for nurses, this key foundational text helps to build the fundamental economics and financial management skills nurses and nurse leaders need for daily use. This third edition delivers several new features, adding to its value as the only timely and relevant text written for the full spectrum of RN-to-BSN, BSN, and MSN students. It has been significantly revised to simplify content, to address the vast changes in and increasing complexity of U.S. health care financing, and to be useful in both traditional in-class format and hybrid and online programs. Two new and refocused chapters address assessing financial health and nurse entrepreneurship and practice management, and new material illuminates recent research findings and statistics. Chapters feature worksheets such as business plan checklists and text boxes expanding on key chapter content. The book is distinguished by its provision of case examples based on nurse-run clinic and inpatient nursing unit financial issues. It provides multiple opportunities for experiential learning, such as writing business plans and health program grant proposals. It delivers cost-benefit and cost-effectiveness analyses, discusses budget preparation, offers strategies for controlling budget costs, and updates relevant health policies and statistics. The text's engaging format promotes the synthesis of economics and finance across the nursing curriculum through the use of end-of-chapter exercises, discussion questions, and games based on concepts within the text. Additionally, tips throughout the book alert students about the need to apply concepts from other

aspects of their education to economic and financial situations. Also included are online supplemental materials for teachers and students, including Excel spreadsheets, grant proposals, a test bank, and PowerPoint slides. New to the Third Edition: Updates health reform, health care spending, and other relevant policies and statistics Includes two new and refocused chapters that address assessing the financial health of a business and nurse entrepreneurship and practice management Highlights recent research findings and key concepts in text boxes Provides blank and completed worksheets, such as business plan checklists, so nurses can apply financial concepts in their clinical settings Fosters understanding of key concepts with enhanced explanations and samples of business plans and other reports Key Features: Aligned with AACN and AONE guidelines, the CNL certification exam, and QSEN competencies Serves as a primary financial management text for multiple nursing academic programs Facilitates experiential learning through end-of-chapter exercises, games, tips for synthesizing knowledge, worksheets, and case examples Designed for use in traditional classrooms and in hybrid and online learning programs Includes a chapter on measuring nursing care with indicators for capacity, staffing, patient acuity, performance, and patient flow NEW! a FREE Q&A App is available (see inside front cover)

Quantitative Anthropology: A Workbook contributes an anthropological perspective to quantitative methods. The book's authors address characteristics of quantitative data, entering and manipulating data in SPSS, graphical displays, distributions and measures of central tendency and dispersion, and including hypothesis testing with both parametric and nonparametric statistical tests. Increasingly complex exercises build on cumulative learning from chapter to chapter and stress the application of methods beyond coursework. The focus of the manual is on univariate statistical analysis, and the book is written to be accessible to higher level undergraduate students and graduate students in all fields of anthropology. Uses anthropological examples (from the subdisciplines of sociocultural anthropology, biological anthropology, and archaeology) to illustrate quantitative data techniques Integrates quantitative techniques with theoretical fluency, encouraging the reader to make connections between Big Picture questions in anthropology and the methods used to address those questions Focuses on the practical use of Excel and SPSS to apply quantitative methods to anthropological contexts Includes exercises in both parametric and nonparametric inferential statistics, as well as descriptive statistics Millions of users create and share Excel spreadsheets every day, but few go deeply enough to learn the techniques that will make their work much easier. There are many ways to take advantage of Excel's advanced capabilities without spending hours on advanced study. Excel Hacks provides more than 130 hacks -- clever tools, tips and techniques -- that will leapfrog your work beyond the ordinary. Now expanded to include Excel 2007, this resourceful, roll-up-your-sleeves guide gives you little known "backdoor" tricks for several Excel versions

using different platforms and external applications. Think of this book as a toolbox. When a need arises or a problem occurs, you can simply use the right tool for the job. Hacks are grouped into chapters so you can find what you need quickly, including ways to: Reduce workbook and worksheet frustration -- manage how users interact with worksheets, find and highlight information, and deal with debris and corruption. Analyze and manage data -- extend and automate these features, moving beyond the limited tasks they were designed to perform. Hack names -- learn not only how to name cells and ranges, but also how to create names that adapt to the data in your spreadsheet. Get the most out of PivotTables -- avoid the problems that make them frustrating and learn how to extend them. Create customized charts -- tweak and combine Excel's built-in charting capabilities. Hack formulas and functions -- subjects range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other features. Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word, Access, and Outlook. You can either browse through the book or read it from cover to cover, studying the procedures and scripts to learn more about Excel. However you use it, Excel Hacks will help you increase productivity and give you hours of "hacking" enjoyment along the way.

This accessible textbook and supporting web site use Excel (R) to teach introductory econometrics.

This is the first book to show the capabilities of Microsoft Excel to teach biological and life sciences statistics effectively. It is a step-by-step exercise-driven guide for students and practitioners who need to master Excel to solve practical science 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 science courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, Excel 2007 for Biological and Life Sciences 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 science 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.

The authors are proud sponsors of the 2020 SAGE Keith Roberts Teaching Innovations Award—enabling graduate students and early career faculty to attend the annual ASA pre-conference teaching and learning workshop. The Ninth Edition of Social Statistics for a Diverse Society continues to emphasize intuition and common sense, while demonstrating the link between the practice of

statistics and important social issues. Recognizing that we live in a world characterized by a growing diversity and richness of social differences, best-selling authors Frankfort-Nachmias, Leon-Guerrero, and Davis help students learn key statistical concepts through real research examples related to the dynamic interplay of race, class, gender, and other social variables. The text also helps readers develop important skills such as problem-solving (through a rich variety of exercises), use of statistical software (both SPSS and Excel), and interpreting research literature. Included with this title: The password-protected Instructor Resource Site (formally known as SAGE Edge) offers access to all text-specific resources, including a test bank and editable, chapter-specific PowerPoint® slides. Learn more. SAGE apologizes for a printing error in Appendix B: The Standard Normal Table in the first printing of the 9th edition. Please find a PDF of the corrected table below. Please note that all ebooks will be corrected immediately, and the print book will be corrected when it reprints.

Appendix B: The Standard Normal Table

Gain a solid foundation in accounting to ensure you are prepared for future business courses and the real world with Warren/Reeve/Duchac's market-leading ACCOUNTING, 27E. This edition helps you connect concepts to the bigger picture with features such as the new chapter opening schema that allows you to see how each chapter's specific content fits within the overall framework of the book. A focus on why accounting is important to business and a prosperous society is reinforced throughout with Business Connection features that illustrate how the concept is used in the real world. In addition, the Warren/Reeve/Duchac hallmark accounting cycle coverage provides unmatched foundation so you are prepared to succeed in later chapters. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Through the use of critical thinking questions and data-based exercises, Evan Berman and Xiaohu Wang's Exercising Essential Statistics helps students apply the techniques described in Essential Statistics for Public Managers and Policy Analysts, Fourth Edition. This accompanying workbook gives students the opportunity to practice these techniques through hands-on, carefully crafted exercises. Various examples are provided from human resource management, organizational behavior, budgeting, and public policy to illustrate how public administrators interact with and analyze data. The workbook's CD includes seven data sets that cover a range of measures and applications (available in SPSS, SAS, SYSTAT, Stata, and Excel).

Offering a comprehensive, "step-by-step" approach to the subject, Business Statistics Using Excel, Second Edition, gives students the tools and skills they need to succeed in their coursework. FEATURES - "Techniques in Practice" exercises at the end of each chapter encourage self-assessment - Excel screenshots provide clear and helpful examples that illustrate how to apply Excel skills to business statistics - Full integration of Excel exercises and applications--both in the textbook and on the Companion Website--enable both classroom-led learning or self-directed study NEW TO THIS EDITION - Expanded coverage of probability and

probability distributions - Updated checklists help students to link the skills to their own development portfolios - All chapters have been fully revised and updated to include additional examples, explanations, and discussion questions - Greater emphasis on employability skills, which enables students to contextualize their learning and also helps them to identify how these skills can be applied and valued in real business environments The accompanying Companion Website offers a variety of features: For students: - Introduction to Microsoft Excel 2010 - Self-test multiple-choice questions - Data from the exercises in the book - Links to key websites - Online glossary - Revision tips - Visual walk-throughs - Numerical-skills workbook: New to the second edition, this online refresher course covering basic math and Microsoft Excel helps reinforce students' confidence in their mathematical ability For instructors: - Instructor's Manual containing a guide to structuring lectures and worked-out answers to exercises in the book - PowerPoint slides - A Testbank with thirty questions per chapter Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save Develop a strong conceptual understanding of statistics and its importance in business today with ESSENTIALS OF MODERN BUSINESS STATISTICS WITH MICROSOFT EXCEL, 8E. This best-selling essentials edition balances real-world applications with an integrated focus on the latest version of Microsoft Excel. A clear presentation develops each statistical technique in an application setting. You learn to master statistical methodology with an easy-to-follow presentation of a statistical procedure followed by a discussion of how to use Excel 2019 to perform the procedure. Step-by-step instructions and screen captures reinforce understanding. You also learn to use Excel Online and R. More than 140 new business examples and hundreds of application exercises show how statistics provide insights into today's business decisions and problems. A unique problem-scenario approach and new case problems further demonstrate how to apply statistical methods to practical business situations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

With this fourth edition, accountants will acquire a practical set of tools and the confidence they need to use them effectively in making business decisions. It better reflects a more conceptual and decision-making approach to the material. The authors follow a "macro- to micro-" strategy by starting with a discussion of real financial statements first, rather than starting with the Accounting Cycle. The objective is to establish how a financial statement communicates the financing, investing, and operating activities of a business to users of accounting information. This motivates accountants by grounding the discussion in the real world, showing them the relevance of the topics covered to their careers.

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. Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online.

This book introduces the use of statistics to solve a variety of problems in exercise science and health and provides readers with a solid foundation for future research and data analysis.

Statistics for Exercise Science and Health with Microsoft Office Excel: Aids readers in analyzing their own data using the presented statistical techniques combined with Excel Features comprehensive coverage of hypothesis testing and regression models to facilitate modeling in sports science Utilizes Excel to enhance reader competency in data analysis and experimental designs Includes coverage of both binomial and poison distributions with applications in exercise science and health Provides solved examples and plentiful practice exercises throughout in addition to case studies to illustrate the discussed analytical techniques Contains all needed definitions and formulas to aid readers in understanding different statistical concepts and developing the needed skills to solve research problems Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Liengme's Guide to Excel 2016 for Scientists and Engineers is a completely updated guide for students, scientists, and engineers who want to use Microsoft Excel 2016 to its full potential, whether you're using a PC or a Mac. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis, and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with Microsoft Office release of Excel 2016. Features of Excel 2016 are illustrated through a wide variety of examples based on technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. Where appropriate, demonstrates the differences between the PC and Mac versions of Excel. Includes many new end-of-chapter problems at varying levels of difficulty.

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The second edition of this best-selling Python book (over 500,000 copies sold!) uses Python 3 to teach even the technically uninclined how to write programs that do in minutes what would take hours to do by hand. There is no prior programming experience required and the book is loved by liberal arts majors and geeks alike. If you've ever spent hours renaming files or updating hundreds of spreadsheet cells, you know how tedious tasks like these can be. But what if you could have your computer do them for you? In this fully revised second edition of the best-selling classic Automate the Boring Stuff with Python, you'll learn how to use Python to write programs that do in minutes what would take you hours to do by hand--no prior programming experience required. You'll learn the basics of Python and explore Python's rich library of modules for performing specific tasks, like scraping data off websites, reading PDF and Word documents, and automating clicking and typing tasks. The second edition of this international fan favorite includes a brand-new chapter on input validation, as well as tutorials on automating Gmail and Google Sheets, plus tips on automatically updating CSV files. You'll learn how to create programs that effortlessly perform useful feats of automation to:

- Search for text in a file or across multiple files
- Create, update, move, and rename files and folders
- Search the Web and download online content
- Update and format data in Excel spreadsheets of any size
- Split, merge, watermark, and encrypt PDFs
- Send email responses and text notifications
- Fill out online forms

Step-by-step instructions walk you through each program, and updated practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in Automate the Boring Stuff with Python, 2nd Edition.

Helping tech-savvy marketers and data analysts solve real-world business problems with Excel Using data-driven business analytics to understand customers and improve results is a great idea in theory, but in today's busy offices, marketers and analysts need simple, low-cost ways to process and make the most of all that data. This expert book offers the perfect solution. Written by data analysis expert Wayne L. Winston, this practical resource shows you how to tap a simple and cost-effective tool, Microsoft Excel, to solve specific business problems using powerful analytic techniques—and achieve optimum results. Practical exercises in each chapter help you apply and

reinforce techniques as you learn. Shows you how to perform sophisticated business analyses using the cost-effective and widely available Microsoft Excel instead of expensive, proprietary analytical tools Reveals how to target and retain profitable customers and avoid high-risk customers Helps you forecast sales and improve response rates for marketing campaigns Explores how to optimize price points for products and services, optimize store layouts, and improve online advertising Covers social media, viral marketing, and how to exploit both effectively Improve your marketing results with Microsoft Excel and the invaluable techniques and ideas in Marketing Analytics: Data-Driven Techniques with Microsoft Excel.

Offering an updated overview of the latest version of the popular spreadsheet program, an informative manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions, and includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users)

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