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Chapter
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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.

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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

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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

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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

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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

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math and scientific formulas, and perform statistical analyses.

This fully revised edition provides a practical introduction to research methods for anyone conducting and critically reading technical communication research. The first

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section discusses the role of research in technical communication and explains in plain language how to conduct and report such research. It covers both quantitative and qualitative methods, as well as surveys, usability studies, and literature reviews.

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The second section presents a collection of research articles that serve as exemplars of these major types of research projects, each followed by commentary breaking down how it corresponds to the information on that research type. In addition to five new

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chapters of exemplars and commentaries, this second edition contains a new chapter on usability studies. This book is an essential introduction to research methods for students of technical communication and for industry professionals who need to conduct and

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engage with research on the job.

A practical guide to data mining using SQL and Excel Data Analysis Using SQL and Excel, 2nd Edition shows you how to leverage the two most popular tools for data query and analysis—SQL and Excel—to perform sophisticated

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data analysis without the need for complex and expensive data mining tools. Written by a leading expert on business data mining, this book shows you how to extract useful business information from relational databases. You'll learn the fundamental techniques before

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moving into the "where" and "why" of each analysis, and then learn how to design and perform these analyses using SQL and Excel.

Examples include SQL and Excel code, and the appendix shows how non-standard constructs are implemented in other major databases,

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including Oracle and IBM DB2/UDB. The companion website includes datasets and Excel spreadsheets, and the book provides hints, warnings, and technical asides to help you every step of the way. Data Analysis Using SQL and Excel, 2nd Edition shows you

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how to perform a wide range of sophisticated analyses using these simple tools, sparing you the significant expense of proprietary data mining tools like SAS. Understand core analytic techniques that work with SQL and Excel Ensure your analytic

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approach gets you the results you need Design and perform your analysis using SQL and Excel Data Analysis Using SQL and Excel, 2nd Edition shows you how to best use the tools you already know to achieve expert results.

The recording and analysis of food data

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are becoming increasingly sophisticated. Consequently, the food scientist in industry or at study faces the task of using and understanding statistical methods. Statistics is often viewed as a difficult subject and is often avoided because of its

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complexity and a lack of specific application to the requirements of food science. This situation is changing – there is now much material on multivariate applications for the more advanced reader, but a case exists for a univariate approach aimed at the non-

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statistician. This second edition of Statistical Methods for Food Science provides a source text on accessible statistical procedures for the food scientist, and is aimed at professionals and students in food laboratories where analytical,

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instrumental and sensory data are gathered and require some form of summary and analysis before interpretation. It is suitable for the food analyst, the sensory scientist and the product developer, and others who work in food-related disciplines

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involving consumer survey investigations will also find many sections of use. There is an emphasis on a ' hands-on ' approach, and worked examples using computersoftware packages and the minimum of mathematical

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formulae are included. The book is based on the experience and practice of a scientist engaged for many years in research and teaching of analytical and sensory food science at undergraduate and post-graduate level. This revised and updated second edition is

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accompanied by a new companion website giving the reader access to the datasets and Excel spreadsheets featured in the book. Check it out now by visiting a href="http://www.wiley.com/go/bower/statistical"www.wiley.com/go/bower/statistical/a or by scanning the QR code below.

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Excel Best Practices
for Business
Introduction to
Biostatistical
Applications in Health
Research with
Microsoft Office Excel
Developing an
Automated Software
Testing Tool
Statistics for Human
Service Evaluation
MCA Microsoft Office
Specialist (Office 365

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and Office 2019)
Complete Study Guide
Tips and Tools to
Make Your Life Easier
How do you take
your data analysis
skills beyond Excel
to the next level?
By learning just
enough Python to
get stuff done. This
hands-on guide
shows non-

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programmers like you how to process information that's initially too messy or difficult to access. You don't need to know a thing about the Python programming language to get started. Through various step-by-

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step exercises, you'll learn how to acquire, clean, analyze, and present data efficiently. You'll also discover how to automate your data process, schedule file-editing and clean-up tasks, process larger datasets,

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and create compelling stories with data you obtain. Quickly learn basic Python syntax, data types, and language concepts Work with both machine-readable and human-consumable data Scrape websites and APIs

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to find a bounty of
useful information
Clean and format
data to eliminate
duplicates and
errors in your
datasets Learn
when to
standardize data
and when to test
and script data
cleanup Explore
and analyze your

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datasets with new Python libraries and techniques Use Python solutions to automate your entire data-wrangling process While Excel remains ubiquitous in the business world, recent Microsoft feedback forums are full of

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requests to include Python as an Excel scripting language. In fact, it's the top feature requested. What makes this combination so compelling? In this hands-on guide, Felix Zumstein--creator of xlwings, a popular open

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source package for automating Excel with Python--shows experienced Excel users how to integrate these two worlds efficiently. Excel has added quite a few new capabilities over the past couple of years, but its automation

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language, VBA,
stopped evolving a
long time ago.

Many Excel power
users have already
adopted Python for
daily automation
tasks. This guide
gets you started.

Use Python without
extensive

programming
knowledge Get

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started with
modern tools,
including Jupyter
notebooks and
Visual Studio code
Use pandas to
acquire, clean, and
analyze data and
replace typical
Excel calculations
Automate tedious
tasks like
consolidation of

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Excel workbooks
and production of
Excel reports Use
xlwings to build
interactive Excel
tools that use
Python as a
calculation engine
Connect Excel to
databases and CSV
files and fetch data
from the internet
using Python code

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Use Python as a single tool to replace VBA, Power Query, and Power Pivot

Statistics for Health Care Professionals: Working with Excel (second edition) is written in a clear, easily followed style keyed to the

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powerful statistical tool, Microsoft Excel 2007. It introduces the use of statistics applicable to health administration, health policy, public health, health information management, and other professions, emphasizing the

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logic of probability and statistical analysis in all areas. Coverage includes data acquisition, data display, basics of probability, data distributions, confidence limits and hypothesis testing, statistical tests for categorical

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data, tests for related and unrelated data, analysis of variance, simple linear regression, multiple regression, and analysis with a dichotomous categorical dependent variable. A glossary and

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section-by-section
review questions
round out this
uniquely
comprehensive and
accessible text.
Based on a case
study of leadership
communication in a
time of
organizational
change, this book
gives new leaders

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insights into the tools and skills needed to become effective, motivating communicators in their leadership careers. Taking a holistic approach to communication and leadership, the book argues that employees buy in to

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change when they collectively feel engaged in meaningful work that will enrich the lives of customers, employees, and investors. Based on ethnographic research, it approaches the topic through an absorbing fiction-

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like retelling of an organization's successful navigation of change against the backdrop of the 2007 mortgage crisis. In doing so, it establishes a framework for leaders to understand the principles behind

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how and why buy-in is generated in organizations. This unique approach allows readers to visualize leadership communication principles in practice. Fostering Employee Buy-in is ideal as a supplementary text in introductory

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leadership
communication,
management, and
business courses or
as a text for new
leaders interested
in inspiring
organizational
change.

A Guide for
Business
Professionals
Sport Industry

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Research and
Analysis
Effective Software
Test Automation
Excel Associate
Exam MO-200
Methods,
Exemplars, and
Analyses
Excel Hacks

Millions of
users create and
share Excel

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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

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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

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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

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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

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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

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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

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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

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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

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-- 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

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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"

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enjoyment along
the way.

Contains a
comprehensive
summary of the
entire course,
activities,
glossary of
terms and a list
of websites.

Provides a step-
by-step approach
to statistical
procedures to

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analyze data and
conduct

research, with
detailed

sections in each
chapter

explaining SPSS®
and Excel®

applications

This book

identifies

connections

between

statistical

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applications and research design using cases, examples, and discussion of specific topics from the social and health sciences.

Researched and class-tested to ensure an accessible presentation,

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the book
combines clear,
step-by-step
explanations for
both the novice
and professional
alike to
understand the
fundamental
statistical
practices for
organizing,
analyzing, and
drawing

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conclusions from research data in their field. The book begins with an introduction to descriptive and inferential statistics and then acquaints readers with important features of statistical applications

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(SPSS and Excel)
that support
statistical
analysis and
decision making.
Subsequent
chapters treat
the procedures
commonly
employed when
working with
data across
various fields
of social

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science

research.

Individual

chapters are

devoted to

specific

statistical

procedures, each

ending with lab

application

exercises that

pose research

questions,

examine the

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questions through their application in SPSS and Excel, and conclude with a brief research report that outlines key findings drawn from the results. Real-world examples and data from social and

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health sciences
research are
used throughout
the book,
allowing readers
to reinforce
their
comprehension of
the material.
Using Statistics
in the Social
and Health
Sciences with
SPSS® and Excel®

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includes: Use of straightforward procedures and examples that help students focus on understanding of analysis and interpretation of findings
Inclusion of a data lab section in each chapter that provides

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relevant, clear
examples
Introduction to
advanced
statistical
procedures in
chapter sections
(e.g.,
regression
diagnostics) and
separate
chapters (e.g.,
multiple linear
regression) for

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greater
relevance to
real-world
research needs
Emphasizing
applied
statistical
analyses, this
book can serve
as the primary
text in
undergraduate
and graduate
university

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courses within departments of sociology, psychology, urban studies, health sciences, and public health, as well as other related departments. It will also be useful to statistics practitioners

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through extended sections using SPSS® and Excel® for analyzing data.

The second edition of this best-selling Python book (over 500,000 copies sold!) uses Python 3 to teach even the technically

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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

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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

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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

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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,

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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

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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

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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

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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

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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

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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*.

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Tips & Tools for
Streamlining
Your
Spreadsheets
Physics
Explaining
Psychological
Statistics
Microsoft Office
Specialist Excel
Associate
365/2019 Exam
Preparation
Theory and

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Applications

Excel 2007: The
Missing Manual

Data collection,
compression,
storage, and
interpretation have
become mature
technologies over
the years. Extraction
of meaningful
information from the
process historical

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database seems to be a natural and logical choice. In view of this, the proposed book aims to apply the data driven knowledge base in ensuring safe process operation through timely detection of process abnormal and normal

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operating conditions, assuring product quality and analyzing biomedical signal leading to diagnostic tools. The book poses an open invitation for an interface which is required henceforth, in practical implementation of

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the propositions and possibilities referred in the book. It poses a challenge to the researchers in academia towards the development of more sophisticated algorithms. The proposed book also incites applications in diversified areas.

Key Features:

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Presents discussion
of several modern
and popular
chemometric
techniques

Introduces specific
illustrative industrial
applications using
the chemometric
techniques

Demonstrates
several applications
to beverage quality

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monitoring Provides
all the algorithms
developed for the
automated device
design, data files,
sources for
biomedical signals
and their pre-
processing steps,
and all the process
models required to
simulate process
normal/faulty data

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Includes casestudy-based approach to the topics with MATLAB and SIMULINK source codes

Spreadsheets have become the de facto standard for communicating business information and the preferred tool for

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analyzing business data. In this current climate, the accuracy and clarity of spreadsheets are paramount.

However, busy managers have little time to sift through heaps of reference books to extrapolate techniques for making polished

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spreadsheets. Even with finished spreadsheets in hand, managers and business professionals still need a book which holds up a mirror to their real world situations and reflects hidden flaws; and then takes the next step

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and guides the reader in specific ways to rework these critical documents. Excel Best Practices for Business enables readers to examine their work and ask critical questions. And once asked, this book also answers with

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dynamic, practical approaches and provides Take-Aways extrapolated from real situations across a managerial spectrum, making this book more mentor than reference. In this book, a critical need is met. Book Highlights: XML in

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Microsoft Office
Excel 2003: Entirely
new to Excel 2003
is major support for
XML, making Excel
truly web capable
and Internet ready.
This book provides
extensive coverage
of these new
features from a
hands-on
perspective. It

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identifies subtleties,
gotchas and
problems, and
shows you practical
solutions and
workarounds.

SPREADSHEET

PORTALS: This book introduces the topic of

Spreadsheet Portals, which elevates

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spreadsheet practices for the Internet-ready software to the next level. Aside from explaining the basic concepts and principles of Desktop Client Portals, best practice techniques for building your portal pages and

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reference

implementations are
provided. These

reference

implementations,
sample

spreadsheets, and
online demos are

provided on the
book's CD.

SPREADSHEET

MAKEOVERS:

What do you do

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when your manager or boss asks you to take over a complex, spreadsheet-based application and send out reports every two weeks? The person who created the spreadsheet no longer works for the company. Aside

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from a few emails, there's no documentation. You look at the spreadsheet and you find it has flaws. Never mind about fixing the old reports; the new ones are going to go out with your name on it. This report is not your prime

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responsibility. You do not have the time or resources to turn this into a whole project, yet you can't afford to leave it the way it is. Excel Best Practices for Business provides a step-by-step approach to these "Mission Impossible" situations and walks

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you through the steps with fully worked out examples.

ASSISTIVE

TECHNOLOGIES:

For the first time in a mainstream book, the topic of preparing accessible spreadsheets for individuals with

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disabilities is
addressed.

Government
agencies needing to
make electronic
information section
508 compliant and
corporations
choosing not to
alienate
communities with
special needs will
find the techniques

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presented
invaluable. You will
learn from a hands-
on perspective how
to organize and
design accessible
spreadsheets for the
visually impaired
that will work with
Screen Reader
software, how to set
up Screen Reader
software, and how

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to build graphical components that will work with Screen Readers. These practices are carried to the next level with the introduction of Assistive Portals. This allows you to make spreadsheets accessible and avoid having to alter your original

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spreadsheets. The Portal Page does all the work. Because it is table driven, there are no formulas or scripts to modify. Think of how this will change the economics of preparing accessible documents. There are many more

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topics in Excel Best Practices For Business including: practical techniques for visualizing hard-to-present data, incorporating "Smart Data" into your spreadsheets, how to build a Data Overpass, quantification of uncertainty,

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conversion of
mountains of legacy
data into
manageable and
useful form,
spreadsheet
auditing to validate
the work of others, a
hands-on approach
to working with the
Excel Solver tool,
spreadsheet
construction

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techniques through both simple design and large, complex applications. If you want to find about these and many other techniques covered, then Excel Best Practices for Business is the perfect guide! Making better-informed business

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decisions to increase productivity and profitability is arguably becoming most difficult task for every manager due to huge volume of data needed to deal with and understand. Knowing the effective and efficient approach of

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turning this huge
raw data into
relevant information
to enhance
business success in
today's challenging
and competitive-
environment inform
the written of this
book to Instilling
Data Intelligence
using Microsoft
Excel and examine

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productivities
boosting aspects of
Excel. The book
focused more on
how to improve your
Microsoft Excel
skills and furnished
you with
opportunities to be
versed with
functionality of jobs,
functions and
formulas that are

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needed to grow fast and stay competitive. Our illustrations mirror the likely situation you might experience at work. Microsoft Excel was chosen because it remains one of the most cost effective and popular spreadsheet

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today. The essence of chapter one is to familiarise you with the Excel environment by simply introduce you to various features of Microsoft Excel while chapter two focused on the classification of data to various types based on predefined

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characteristics and how its value should be stored, what it takes for a datasheet to stand the test of time, what constitute data to be good, and business analysis aided tools. Data formatting (cleansing) is an essential process of

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transforming raw data into proper format (Good Data) using tools such as Tables, Flash fill, Text-to-Column, Validation, and Group to enhance all kind of operations in excel, simplify all stages of data analysis, and succinctly gives

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clear picture of the message been communicate was explained in chapter three. The amazing sort function use to change the order of data as chooses and filter function helps to focus on a specific set of extracted (filtered) data was discussed

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in chapter four.

Knowing the right graphing tool for message is very important to produce effective reports that are readable and summarily convey the right messages were explained in chapter five.

Chapter six focused

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on conditional formatting to indicate various metrics performance in a report and how to prevent unnecessary alteration to reports generated.

Techniques involve IF related functions to trick Microsoft Excel to generate

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significant business reports took centre stage in chapter seven while chapter eight explained those LOOKUP Excel Formulas that will enable you to carry out hundreds of searches, calculations and analysis in minutes. While chapter nine

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explained ideal
Excel functions that
will help you to
maintaining highest
level processing
speed of lookup
formulas in
workbooks that
contain thousands
of lookup formulas
as well overcome
any form of value
error that may arise

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while working with huge dataset. Chapter ten is all about Array in Excel. Chapter eleven and twelve will inundate you with how productive and useful both Excel Mathematics and text functions could simplify dynamic reports

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generation. How to use excel built-in functions to determine the status of data and errors handling in excel were explained in chapter thirteen. Sparklines took the centre stage in chapter fourteen, while chapter fifteen was

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setup to facilitate you with business analysis tools used to manage different business Scenarios and come out with the best results that will set you in right direction toward increasing productivity and profitability. Chapter sixteen and

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seventeen clearly explained essential Excel tools such as PivotTable, Pivot Charts, Slicers, and Timelines used to explore and analyze huge data set in order to generate an interactive and user friendly summary reports. Statistical tools such as

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correlation and regression used to determine the relationship between variables while carrying out data analysis were explained in chapter eighteen while Microsoft VBA popularly known as MACRO took the centre stage in

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chapter nineteen.

Praise for the previous edition of Explaining Psychological Statistics "I teach a master's level, one-semester statistics course, and it is a challenge to find a textbook that is at the right level. Barry Cohen's book is the

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best one I have found. . . . I like the fact that the chapters have different sections that allow the professor to decide how much depth of coverage to include in his/her course. . . . This is a strong and improved edition of an already

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good book."

–Karen Caplovitz

Barrett, PhD,

Professor, and

Assistant

Department Head of

Human

Development and

Family Studies,

Colorado State

University "The

quality is uniformly

good. . . . This is not

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the first statistics
text I have read but
it is one of the best."

–Michael Dosch,
PhD, MS, CRNA,
Associate Professor
and Chair, Nurse
Anesthesia,

University of Detroit
Mercy A clear and
accessible statistics
text– now fully
updated and revised

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Now with a new chapter showing students how to apply the right test in the right way to yield the most accurate and true result, *Explaining Psychological Statistics, Fourth Edition* offers students an engaging

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introduction to the field. Presenting the material in a logically flowing, non-intimidating way, this comprehensive text covers both introductory and advanced topics in statistics, from the basic concepts (and limitations) of null

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hypothesis testing to
mixed-design
ANOVA and
multiple regression.
The Fourth Edition
covers: Basic
statistical
procedures
Frequency tables,
graphs, and
distributions
Measures of central
tendency and

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variability One- and
two-sample
hypothesis tests
Hypothesis testing
Interval estimation
and the t distribution
Formative
Assessment in the
New Balanced
Literacy Classroom
Teaching Struggling
Students in Math
A Research Primer

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for Technical
Communication
Excel Preliminary
Legal Studies
Data Wrangling with
Python
Quantitative
Research in
Linguistics
An anthology of
short fiction with
stories diversified

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as its authors: from
battlefield reality to
suicide
intervention,
historical non-
fiction to crime
family escapades,
foster care horror
to heroes'
journeys, a
breadth of tales to
hold interest and

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capture attention.

Readers

encounter a range
of talent to make
them cry, laugh,
reminisce and
astound.

This textbook is a
step-by-step guide
for high school,
community
college, and

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BUSINESS

STATISTICS

Chemometric

Monitoring

Word Exam

MO-100, Excel

Exam MO-200,

and PowerPoint

Exam MO-300

Single-case and

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Small-n

Experimental

Designs

Introductory

Procedures for the

Food Practitioner

The primary objective

of this text is to help

students to think

clearly and critically

and apply the

knowledge of Business

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Statistics in decision making when solving business problems.

The book introduces the need for quantitative analysis in business and the basic procedures in problem solving.

Following an application-based theory approach, the book focuses on data

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collection, data presentation, summarizing and describing data, basic probability, and statistical inference. A separate chapter is devoted to show how Microsoft Excel can be used to solve problems and to make statistical analyses. It contains specimen

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Excel Worksheets illustrating how the problems of each chapter are solved using Excel functions and formulas. A large number of real-world business problems from various business professions such as finance, medical, psychology, sociology, and education are

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also included. This textbook is primarily intended for the undergraduate and postgraduate students of management and postgraduate students of commerce. The text helps students to:

- *Understand the meaning and use of statistical terms used in business statistics*
-

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Use graphical and descriptive statistics to identify the need for statistical inference techniques • Perform statistical analyses • Interpret the results of statistical analyses • Apply statistical inference techniques in business situations • Use computer spreadsheet software

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*to perform statistical
analysis on data •*

*Choose the
appropriate statistical
tool from the
collection of standard
analytic methods*

*Microsoft Excel
continues to grow in
power, sophistication,
and capability, but
one thing that has
changed very little*

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since the early '90s is its user interface. The once-simple toolbar has been packed with so many features over the years that few users know where to find them all.

Microsoft has addressed this problem in Excel 2007 by radically redesigning the user

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*interface with a
tabbed toolbar that
makes every feature
easy to locate and use.
Unfortunately,
Microsoft's
documentation is as
scant as ever, so even
if users can find
advanced features,
they probably won't
know what to do with
them. Excel 2007: The*

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Missing 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. Like its siblings in the Missing Manual series, this book crackles with a

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*fine sense of humor
and refreshing
objectivity about its
subject, guiding
readers through the
new Excel with clear
explanations, step-by-
step instructions, lots
of illustrations, and
friendly, time-saving
advice. It's a perfect
primer for small
businesses with no*

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techie to turn to, as well as those who want to organize household and office information.

Statistics and Research Methods in Psychology with Excel Using Statistics in the Social and Health Sciences with SPSS and Excel

Product Quality
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*Assessment, Process
Fault Detection, and
Applications
MCA Microsoft Office
Specialist (Office 365
and Office 2019)
Study Guide*