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Excel 2013 Charts and Graphs  
Excel 2016 VBA and Macros (includes Content Update Program)  
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Excel Dynamic Arrays Straight to the Point 2nd Edition  
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FileMaker Pro 14: The Missing Manual  
Rev Up to Excel 2010  
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Excel 2013: The Missing Manual  
The Clutter Book  
Excel 2016 Pivot Table Data Crunching (includes Content Update Program)  
Excel 2013 In Depth  
Excel Formulas Laminated Tip Card

### Microsoft Excel 2019 Inside Out

Designed with Excel gurus in mind, this handbook outlines how to create formulas that can be used to solve everyday problems with a series of data values that standard Excel formulas cannot or would be too arduous to attempt. Beginning with an introduction to array formulas, this manual examines topics such as how they differ from ordinary formulas, the benefits and drawbacks of their use, functions that can and cannot handle array calculations, and array constants and functions. Among the practical applications surveyed include how to extract data from tables and unique lists, how to get results that match any criteria, and how to utilize various methods for unique counts. This book contains 529 screen shots.

### Excel Outside the Box

### Learn to Write DAX

The 125 essential tips that all Excel users need to know. MrExcel LX provides users with a concise book that can be absorbed in under two hours. Includes a section with keyboard shortcuts. Anyone who uses Excel will be able to turn to any page and pick up tips that will save them hours of work.

### Microsoft Excel 2019 Pivot Table Data Crunching

Pivot tables are a highly useful feature in Excel, the leading desktop spreadsheet program, once the user masters their many abilities of summarization—a task made much less daunting with this special tip sheet that offers condensed must-know information on how to work with pivot tables. Ideal for creating one-page

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summary reports, pivot tables can be used by spreadsheet creators to report on such key data items as the top five customers, top 10 products, annual revenue changes, and many others. The card is helpful to users of either Excel 2010 or 2013, and includes necessary lessons, such as creating the first pivot table, as well as advanced topics that include date rollups, grouping, calculated fields, and basic troubleshooting.

### **Learn Excel 2007 Through Excel 2010 from Mr. Excel**

#### **Excel 2007 Miracles Made Easy**

Designed with the Excel guru in mind, this handbook introduces advanced and creative solutions, and hacks to the software's most challenging problems. Through a series of more than 50 techniques, tables, formulas, and charts, this guide details processes that may be used in any Excel application, across all disciplines. Creative approaches for building formulas within formulas, pivot tables, conditional formatting, and mastering array formulas are just some of the numerous challenges explained. Other higher level solutions discussed include using VBA macro code to override cell calculations, solve for sums from a text string, and trimming and cleaning all cells on a worksheet. This is the all-encompassing resource for advanced users of Excel wanting to learn more techniques to broaden and empower their use of Excel.

#### **Excel Pivot Tables Laminated Tip Card**

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,

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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.

### **50 Useful Excel Functions**

What does Doing the Impossible really mean? This book is for those who have a desire to achieve greatness and are ready to take the steps to turn that desire into a reality. At one point or another in this book, you will experience several different reactions - excitement, curiosity, joy, laughter, or even tears - but the ultimate goal is to encourage and challenge you to make a decision to do the impossible. That may have a totally different meaning to you than it did to Steve Jobs, Thomas Edison, or any of the other role models we will look at; but whatever Doing the Impossible means to you, the goal of this book is to help you realize that you have the capacity to do what the critics think is impossible. - Patrick Bet-David, Introduction to Doing the Impossible. Doing the Impossible is a roadmap for those who want to do something big with their lives. The book goes over 25 steps that the reader should take to re-create themselves, identify their cause, and make history. Patrick Bet-David shares his own impossible crusade and gives key principles for anyone looking to do the same.

### **VBA and Macros**

Covers how to effectively use Microsoft Excel using examples of real-world business problems.

### **MrExcel XL**

You don't need a technical background to build powerful databases with FileMaker Pro 14. This crystal-clear, objective guide shows you how to create a database that lets you do almost anything with your data so you can quickly achieve your goals. Whether you're creating catalogs, managing inventory and billing, or planning a wedding, you'll learn how to customize your database to run on a PC, Mac, web browser, or iOS device. The important stuff you need to know: Dive into relational data. Solve problems quickly by connecting and combining data from different tables. Create professional documents. Publish reports, charts, invoices, catalogs, and other documents with ease. Access data anywhere. Use FileMaker Go on your iPad or iPhone—or share data on the Web. Harness processing power. Use new calculation and scripting tools to crunch numbers, search text, and automate tasks. Run your database on a secure server. Learn the high-level features of FileMaker Pro Advanced. Keep your data safe. Set privileges and allow data sharing with FileMaker's streamlined security features.

### **Microsoft Excel 2019 VBA and Macros**

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.

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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.

### **Excel for the Math Classroom**

Provides information for teachers on ways to use Microsoft Excel to help students learn math concepts and to develop applications for use in the classroom.

### **Ctrl+Shift+Enter Mastering Excel Array Formulas**

Containing 277 business case studies that illustrate nearly every aspect of Excel, this book presents real-life business problems and works them through to their solutions. In addition to exemplary solutions, each case analysis considers alternate approaches and gotchas, and includes a summary of the necessary commands and functions. Excel files that can be downloaded and worked through step-by-step are included for each case.

### **Mrexcel Cpe Ondemand**

ANALYZE HUGE AMOUNTS OF BUSINESS DATA FASTER, MORE EASILY, AND MORE ACCURATELY! Use Microsoft's free PowerPivot add-in for Excel 2010 to analyze immense amounts of data from any source, perform state-of-the-art business analysis far more easily, and make better decisions in less time! Simple, step-by-step instructions walk you through installing PowerPivot, importing data, using PivotTables with PowerPivot, using super-powerful DAX functions and measures, reporting to print or SharePoint, and a whole lot more. Whatever your Excel data analysis experience, this book will help you use PowerPivot to get the right answers, right now—without IT's help! Import and integrate data from spreadsheets, SQL Server, Access, Oracle, text files, Atom data feeds, and other sources Analyze multiple tables together, without complicated VLOOKUPS Format, sort, and filter data in the PowerPivot window Add calculated columns using new DAX functions Create powerful reports from PowerPivot data—and format them so executives instantly get your point Discover PivotTable tricks that work even better in PowerPivot Control multiple PivotTable elements on one worksheet, with one set of Excel 2010 Slicers Use DAX Measures to quickly perform tasks that were difficult or impossible with Calculated Fields Compare today's sales to yesterday's—or to sales from the parallel period last fiscal year. Use Named Sets to prepare asymmetric reports, show actuals for past months and plan for future months.

## Learn Excel from Mr. Excel

Get more out of Microsoft Excel® 2013: more productivity and better answers for greater success! Drawing on his unsurpassed Excel experience, Bill Jelen (“Mr Excel”) brings together all the intensely useful knowledge you need: insights, techniques, tips, and shortcuts you just won’t find anywhere else. Excel 2013 In Depth is the fastest, best way to master Excel 2013’s full power; get comfortable with its updated interface; and leverage its new tools for everything from formulas, charts, and functions to dashboards, data visualization, and social media integration. Start by taking a quick “tour” of Excel 2013’s most valuable new features. Then, learn how to Build more trustworthy, error-resistant, flexible, extensible, intelligent, and understandable spreadsheets Get more productive with Excel 2013’s new Start Screen and Timelines Create formulas, charts, subtotals, and pivot tables faster with new Flash Fill and Analysis Lens Quickly apply attractive, consistent formats Master every function you’ll ever need,- including powerful new web services functions Solve real-world business intelligence analysis problems Create amazing PowerPivot data mashups that integrate information from anywhere Use Power View to generate stunningly intuitive maps, dashboards, and data visualizations Share workbooks on the Web and social networks Leverage the improved Excel Web App to create highly interactive web pages and online surveys Automate repetitive functions using Excel macros Supercharge your workbooks with new apps from the Excel App Store Like all In Depth books, Excel 2013 In Depth delivers complete coverage with detailed solutions, and troubleshooting help for tough problems you can’t fix on your own. Whatever you intend to do with Excel 2013, this is the only book you’ll need!

## PowerPivot for the Data Analyst

Renowned Excel experts Bill Jelen (MrExcel) and Tracy Syrstad explain how to build more powerful, reliable, and efficient Excel spreadsheets. Use this guide to automate virtually any routine Excel task: save yourself hours, days, maybe even weeks. Make Excel do things you thought were impossible, discover macro techniques you won’t find anywhere else, and create automated reports that are amazingly powerful. Bill Jelen and Tracy Syrstad help you instantly visualize information to make it actionable; capture data from anywhere, and use it anywhere; and automate the best new features in Excel 2019 and Excel in Office 365. You’ll find simple, step-by-step instructions, real-world case studies, and 50 workbooks packed with examples and complete, easy-to-adapt solutions. By reading this book, you will: Quickly master Excel macro development Work more efficiently with ranges, cells, and formulas Generate automated reports and quickly adapt them for new requirements Learn to automate pivot tables to summarize, analyze, explore, and present data Use custom dialog boxes to collect data from others using Excel Improve the reliability and resiliency of your macros Integrate data from the internet, Access databases, and other sources Automatically generate charts, visualizations, sparklines, and Word documents Create powerful solutions with classes, collections, and custom functions Solve sophisticated business analysis problems more rapidly About This Book For everyone who wants to get more done with Microsoft Excel in less time For business and financial professionals, entrepreneurs, students, and others who need to efficiently manage and analyze data

## **Don't Fear the Spreadsheet**

Provides information on the new features and functions of Microsoft Excel 2010, with coverage of such topics as customizing the ribbon, sorting and filtering, creating dashboards, and using PowerPivot.

## **Excel 2013 Charts and Graphs**

Excel 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Excel 2010, and get more done in less time. Legendary Excel expert Bill Jelen provides specific, tested, proven solutions to the problems Excel users run into every day: challenges other books ignore or oversimplify. Jelen thoroughly covers all facets of working with Excel 2010, and adds new chapters on Excel Web App which allows multiple users to edit a spreadsheet simultaneously. New coverage also includes: Slicer, which offers dynamic filtering of PivotTables; Sparklines, which add data visualization to any cell; Calculation engine which improves the speed and accuracy of math, financial, and statistical functions; and the new version of Solver. As with all In Depth books, Excel 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. Step-by-step instructions with icons guide readers through essential tasks such as designing tables, entering data, importing external data, designing and executing queries, and designing data entry forms and printed reports. Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity. By Bill Jelen, aka MrExcel, an Excel MVP and the principal behind the leading Excel website, MrExcel.com Covers all aspects of working with Excel 2010, from its updated Ribbon interface to its breakthrough collaboration and improved business intelligence For everyone who wants to get the most out of Excel 2010, from casual users to corporate professionals

## **Excel 2016 VBA and Macros (includes Content Update Program)**

Updating the previous edition's tips to include features in Office 365 and Excel 2019, this new edition of MrExcel's popular software guide even incorporates suggestions sent in by readers. Each featured topic has a problem statement and description, followed by a broad strategy for solving the problem. MrExcel then walks readers through the specific steps to solve the issue. Alternate strategies are also provided, along with common scenarios that trip up users, leaving readers with not only answers to their specific dilemmas but also new and quicker ways to use formulas and spreadsheets.

## **Excel Gurus Gone Wild**

Microsoft Excel is an incredibly powerful tool. And even knowing just the basics of how to use it can help tremendously with your career and your finances. But mastering Excel functions can help you take that basic understanding to an entirely new level. In 50 Useful Excel Functions, M.L. Humphrey walks you through fifty of the most useful functions within Excel from IF to VLOOKUP to

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CONCATENATE to TRIM to SUMIFS, COUNTIFS, and AVERAGEIFS. By the time you finish this guide you will understand how formulas and functions work within Excel, have a solid grasp of how to use fifty of the top Excel functions, know how to find other functions you might need, and know how to troubleshoot a function that isn't working for you. So if you're ready to take your understanding of Excel to that next level, then this is the book for you. keywords: microsoft excel, ms excell, excel formulas, excel functions, vlookup, mode, round, sumifs, countifs, averageifs, concatenate, text function, mean, median, mode.mult, randbetween

### **Power Excel 2019 with MrExcel**

In this addendum to Learn Excel from Mr. Excel, the amazing new features offered in Excel 2007 are introduced. Revealing the features that make this new version the best new release of Excel since 1997, this guide provides the necessary information to teach users to quickly unleash the powerful new features in Excel 2007, create incredible-looking charts, customize color themes to match their corporate logo, utilize data-visualization tools, and learn Pivot Table improvements.

### **MrExcel LX The Holy Grail of Excel Tips**

Clutter has a negative effect on your life. You want to live differently, but you haven't been able to make progress. Marcie Lovett, author of The Clutter Book, will motivate you to make the changes you want. Learn to let go of what you don't need and find room for what you value. The direct, accessible writing style and interactive exercises will inspire you to succeed. In this book, Marcie guides you through the process of letting go of the clutter that is keeping you from achieving success. Whether your clutter is caused by things, commitments or thoughts, Marcie encourages you to make the choices to conquer your challenges. If previous attempts at letting go of clutter have not been successful for you, you will benefit from the motivation and wisdom Marcie offers. Written in a straightforward and accessible style, filled with insight and real-life stories, the book enables readers to learn from the experience of others and overcome obstacles to success. You will understand why you keep clutter, save time and money by avoiding unnecessary purchases, discover the habits that hold you back, find ways to fight procrastination and create systems that allow you to retrieve and return items. Whether you want to live with less or live with what you have, this is the book for you.

### **Microsoft Teams a Complete Guide - 2019 Edition**

### **Excel Dynamic Arrays Straight to the Point 2nd Edition**

New for Office 365 customers, one single formula sitting in one single cell can return many results. Those extra results will spill into adjacent cells. This is a major change to the calculation engine in Excel. This book covers the new functions added for Dynamic Arrays: SORT, SORTBY, FILTER, UNIQUE, SEQUENCE and RANDARRAY. It shows how Dynamic Arrays make the new XLOOKUP even more powerful. Dynamic arrays make every Excel calculation function more powerful.

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Pass a SEQUENCE to another function and Excel will Lift the function to return many results. Learn how to use the new # and @ operators in your formulas. After fifteen months of preview, the Dynamic Arrays are reaching general availability. Learn how the FastExcel SpeedTools add-in offers much-needed improvements, such as TOTALS, SLICES, VSTACK and UNPIVOT. Join in lobbying the Excel team to incorporate these improvements.

### PowerPivot Alchemy

Excel® 2016 PIVOT TABLE DATA CRUNCHING CRUNCH DATA FROM ANY SOURCE, QUICKLY AND EASILY, WITH EXCEL 2016 PIVOT TABLES! Use Excel 2016 pivot tables and pivot charts to produce powerful, dynamic reports in minutes instead of hours... understand exactly what's going on in your business... take control, and stay in control! Even if you've never created a pivot table before, this book will help you leverage all their amazing flexibility and analytical power. Drawing on more than 40 combined years of Excel experience, Bill Jelen and Michael Alexander offer practical "recipes" for solving real business problems, help you avoid common mistakes, and present tips and tricks you'll find nowhere else!

- Create, customize, and change pivot tables
- Transform huge data sets into clear summary reports
- Analyze data faster with Excel 2016's new recommended pivot tables
- Instantly highlight your most profitable customers, products, or regions
- Quickly import, clean, and shape data with Power Query vBuild geographical pivot tables with Power Map
- Use Power View dynamic dashboards to see where your business stands
- Revamp analyses on the fly by dragging and dropping fields
- Build dynamic self-service reporting systems
- Combine multiple data sources into one pivot table
- Use Auto grouping to build date/time-based pivot tables faster
- vCreate data mashups with Power Pivot
- Automate pivot tables with macros and VBA

About MrExcel Library Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will

- Dramatically increase your productivity—saving you 50 hours a year or more
- Present proven, creative strategies for solving real-world problems
- Show you how to get great results, no matter how much data you have
- Help you avoid critical mistakes that even experienced users make

Bill Jelen is MrExcel, the world's #1 spreadsheet wizard. Jelen hosts MrExcel.com, the premier Excel solutions site, with more than 20 million page views annually. A Microsoft MVP for Excel, his best-sellers include Excel 2016 In Depth. Michael Alexander, Microsoft Certified Application Developer (MCAD) and Microsoft MVP, is author of several books on advanced business analysis with Excel and Access. He has more than 15 years of experience developing Office solutions. CATEGORY: Spreadsheets  
COVERS: Microsoft Excel 2016

### Pivot Table Data Crunching

PivotTables may be Excel's most powerful feature, but Microsoft has estimated that only 15% of Excel users take advantage of them. That's because PivotTables (and their companion feature, PivotCharts) have a reputation for being difficult to learn. Not any more! In this book, Excel legends Bill Jelen ("MrExcel") and Michael Alexander teach PivotTables and PivotCharts step-by-step, using realistic business

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scenarios that any Excel user can intuitively understand. Jelen and Alexander go far beyond merely explaining PivotTables and PivotCharts: they present practical "recipes" for solving a wide range of business problems. Drawing on more than 30 combined years of Excel experience, they provide tips and tricks you won't find anywhere else, and show exactly how to sidestep common mistakes. Coverage includes: " Creating PivotTables, customizing them, and changing the way you view them " Performing calculations within PivotTables " Using PivotCharts and other visualizations " Analyzing multiple data sources with PivotTables " Sharing PivotTables with others " Working with and analyzing OLAP data " Making the most of Excel 2010's powerful new PowerPivot feature " Using Excel 2010's Slicer to dynamically filter PivotTables " Enhancing PivotTables with macros and VBA code This book is part of the new MrExcel Library series, edited by Bill Jelen, world-renowned Excel expert and host of the enormously popular Excel help site, MrExcel.com. Teaches PivotTables, PivotCharts, and Excel 2010's new PowerPivot feature through real-world scenarios that make intuitive sense to users at all levels Includes proven PivotTable recipes for instant on-the-job results Helps Excel users avoid common pitfalls and mistakes Part of the brand-new MrExcel Library series, edited by Excel legend Bill Jelen

### **Excel Hacks**

Provides tips for solving a variety of problems encountered by Excel users, including validating URLs, generating random numbers without repeating, hiding rows, running macros, and sorting with a formula.

### **FileMaker Pro 14: The Missing Manual**

Use Excel 2013's radically revamped charting and graphing tools to communicate more clearly, powerfully, and quickly... so you drive your message home, and get the decisions and actions you're looking for! This book reveals data visualization techniques you won't find anywhere else and shows you how to use Excel 2013 to create designer-quality charts and graphs that stand out from the crowd. It will help you make the most of new features ranging from Power View to Recommended Charts, and instantly share your insights with anyone, anywhere—even on the Web and social networks. Learning advanced Excel techniques has never been easier. You'll find simple, step-by-step instructions, real-world examples and case studies, and more than a dozen YouTube videos, straight from MrExcel!

- Create stunning data visualizations instantly with Excel 2013's new Recommended Charts
- Use charts to instantly reveal trends, differences, and relationships
- Map your data with Excel 2013, MapPoint, and the new GeoFlow add-in
- Quickly generate combo charts that once required complex, frustrating procedures
- Use sparklines to imbue worksheets with more context and insight
- Highlight and clarify the meaning of data with DataBars, color scales, icon sets, and other conditional formatting tools
- Post charts to Facebook, Twitter, or LinkedIn, directly from Excel
- Build stock charts that help you make smarter investments
- Solve "non-standard" problems such as noncontiguous data or custom data sequences
- Generate new charts automatically with Excel VBA

Uncover visual tricks that people use to lie with Excel About MrExcel Library: Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively.

## Online Library Excel Gurus Gone Wild Do The Impossible With Microsoft Excel

Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will:

- Dramatically increase your productivity—saving you 50 hours a year or more
- Present proven, creative strategies for solving real-world problems
- Show you how to get great results, no matter how much data you have
- Help you avoid critical mistakes that even experienced users make

### **Rev Up to Excel 2010**

The 40 essential tips that all Excel users need to know Crowdsourced by more than 300 contributors who collaborated on choosing the 40 best Excel tips, MrExcel XL provides users with a concise book that can be absorbed in under an hour. Each tip is explained with text, screenshots, and a custom illustration. Anyone who uses Excel will be able to turn to any page and pick up tips that will save them hours of work.

### **Guerilla Data Analysis Using Microsoft Excel**

Learn how to use Excel 2019 pivot tables and pivot charts to produce powerful, dynamic reports in minutes instead of hours, to take control of your data and your business. Even if you've never created a pivot table before, this book will help you leverage all their remarkable flexibility and analytical power—including valuable improvements in Excel 2019 and Excel in Office 365. Drawing on more than 45 combined years of Excel experience, Bill Jelen and Michael Alexander offer practical "recipes" for solving real business problems, help you avoid common mistakes, and present tips and tricks you'll find nowhere else.

### **Microsoft Excel 2010 In Depth**

Active learning lessons for mastering DAX Data analysis expressions (DAX) is the formula language of PowerPivot and this book is written to give hands-on practice to anyone who wants to become competent at writing such formulas. Sample exercises that explain each concept are provided and followed by practice questions and answers to maximize learning and experience with DAX.

### **Strategic Finance**

Are resource requirements stable and well within the provisions of cloud provider selected? Are there regional teams established and who manages and requests the assets? What special considerations have you made? How can you protect yourself from malware that could be introduced by another customer in a multi-tenant environment? What is the opportunity cost of providing staff with the potential to learn new technologies or increase their expertise? This breakthrough Microsoft Teams self-assessment will make you the credible Microsoft Teams domain adviser by revealing just what you need to know to be fluent and ready for any Microsoft Teams challenge. How do I reduce the effort in the Microsoft Teams work to be done to get problems solved? How can I ensure that plans of action include every Microsoft Teams task and that every Microsoft Teams outcome is in place? How will I save time investigating strategic and tactical options and ensuring Microsoft

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Teams costs are low? How can I deliver tailored Microsoft Teams advice instantly with structured going-forward plans? There's no better guide through these mind-expanding questions than acclaimed best-selling author Gerard Blokdyk. Blokdyk ensures all Microsoft Teams essentials are covered, from every angle: the Microsoft Teams self-assessment shows succinctly and clearly that what needs to be clarified to organize the required activities and processes so that Microsoft Teams outcomes are achieved. Contains extensive criteria grounded in past and current successful projects and activities by experienced Microsoft Teams practitioners. Their mastery, combined with the easy elegance of the self-assessment, provides its superior value to you in knowing how to ensure the outcome of any efforts in Microsoft Teams are maximized with professional results. Your purchase includes access details to the Microsoft Teams self-assessment dashboard download which gives you your dynamically prioritized projects-ready tool and shows you exactly what to do next. Your exclusive instant access details can be found in your book. You will receive the following contents with New and Updated specific criteria: - The latest quick edition of the book in PDF - The latest complete edition of the book in PDF, which criteria correspond to the criteria in - The Self-Assessment Excel Dashboard - Example pre-filled Self-Assessment Excel Dashboard to get familiar with results generation - In-depth and specific Microsoft Teams Checklists - Project management checklists and templates to assist with implementation **INCLUDES LIFETIME SELF ASSESSMENT UPDATES** Every self assessment comes with Lifetime Updates and Lifetime Free Updated Books. Lifetime Updates is an industry-first feature which allows you to receive verified self assessment updates, ensuring you always have the most accurate information at your fingertips.

### **Excel Gurus Gone Wild**

Written in a question-and-answer format, this lowest-level beginner book covers the extreme basics of using spreadsheets in Excel. Instead of delving into advanced topics that scare most Excel novices away, the guide starts at a much more basic level, quickly providing a passable knowledge of the program and allowing users to overcome their fears and frustrations. It answers hundreds of common questions, including Can I delete data from a spreadsheet without changing the formatting? How can I merge two cells, columns, or rows? How do I use text-wrapping? How do I create custom functions? and What is a Macro and how do I go about creating it? Intended for the roughly 40 percent Excel users who have never even entered a formula, this book will demystify the problems and confusion that prevent them from using the program to its potential.

### **Doing the Impossible**

This book includes step-by-step examples and case studies that teach users the many power tricks for analyzing data in Excel. These are tips honed by Bill Jelen, "MrExcel," and Oz do Soleil during their careers run as a financial analyst charged with taking mainframe data and turning it into useful information quickly. Topics include data quality, validation, perfectly sorting with one click every time, matching lists of data, data consolidation, data subtotals, pivot tables, pivot charts, tables and much more.

## Slaying Excel Dragons

Formulas and functions are among what Excel does best, and the most commonly used aspect of the program that is in use on 750 million desktops, but with as many as 455 functions users can get easily overwhelmed, which is why this tip card was created to be as easy to use as possible. From SUM and AVERAGE to VLOOKUP and SUMPRODUCT, this card illustrates the most important functions and groups them into helpful subject matters that include rounding, lookup, text handling, and condition. It uses an illustrative approach to its lessons, and instead of merely stating tips will present a problem and the formula needed to solve the problem.

## Excel 2013: The Missing Manual

Conquer Microsoft Excel 2019—from the inside out! Dive into Microsoft Excel 2019—and really put your spreadsheet expertise to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to make the most of Excel’s most powerful tools for analyzing data and making better decisions. Renowned Excel expert Bill Jelen offers a complete tour of Excel 2019 and Excel in Office 365, from efficient interface customizations to advanced analysis, visualizations, and dashboards. Discover how experts tackle today’s key tasks—and challenge yourself to new levels of mastery. Enter formulas more efficiently, and fully control operators and dates Master the most widely-used functions in Excel Integrate external data from the web and other sources Easily transform complex datasets with Power Query Quickly summarize millions of records with Pivot Tables Perform ad hoc analyses with slicers and other filters Create advanced data mashups with Power Pivot Solve complex problems with What-If, Scenario Manager, Goal Seek, and Solver Automate repetitive tasks by editing recorded VBA code Demystify data with conditional formatting and other visualization techniques Use the newest maps, charts, and data types in Excel Show geographical changes over time with animated 3D maps Use dynamic array functions: SORT, FILTER, UNIQUE, SORTBY and SEQUENCE Find insights using Excel’s new artificial intelligence Collaborate via Excel 2019’s breakthrough CoAuthoring tools Publish Power BI Desktop dashboards based on Excel data

## The Clutter Book

MASTER CORE EXCEL 2016 TOOLS FOR BUILDING POWERFUL, RELIABLE SPREADSHEETS! Use this guide to automate virtually any routine task: save yourself hours, days, maybe even weeks! Make Excel do things you thought were impossible, discover macro techniques you won’t find anywhere else, and create automated reports that are amazingly powerful. Bill Jelen and Tracy Syrstad help you instantly visualize information, so you can act on it... capture data from anywhere, and use it anywhere... automate Excel 2016’s best new features. You’ll find simple, step-by-step instructions, real-world case studies, and 50 workbooks packed with bonus examples, macros, and solutions—straight from MrExcel! Get started fast with Excel macro development Work efficiently with ranges, cells, and formulas Build super-fast applications with arrays Automate Excel’s new pivot table enhancements Collect user data with custom dialogs Make your macros more

reliable and resilient Pull data from the Internet with web queries Use advanced classes, collections, and custom functions Build sophisticated business analysis solutions Read and write to Access or SQL Server databases Control other Office programs, and Windows itself Write code that also works on older Excel versions Start writing Office Store-style Excel Apps About MrExcel Library Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will Dramatically increase your productivity—saving you 50 hours a year or more Present proven, creative strategies for solving real-world problems Show you how to get great results, no matter how much data you have Help you avoid critical mistakes that even experienced users make This book is part of Que's Content Update Program. As Microsoft updates features of Excel, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

### **Excel 2016 Pivot Table Data Crunching (includes Content Update Program)**

This enthusiastic introduction provides support for Excel beginners and focuses on using the program immediately for maximum efficiency. With 1,104 screenshots and explicit information on everything from rows, columns, and cells to subtotaling, sorting, and pivot tables, this guide aims to alleviate the frustrations that come with using the program for the first time. This manual offers strategies for avoiding problems and streamlining efficiency and assists readers from start to finish, turning Excel 2010 novices into experts.

### **Excel 2013 In Depth**

PowerPivot is an amazing new add-in for Excel 2013 that allows business intelligence pros to process large amounts data. Although it is simple to use in a demo environment, analysts are likely to run into real-life scenarios that are difficult to solve. This guide, dedicated solely to the PowerPivot tool, provides techniques and solutions to real-world problems, including showing the Top N customers by using slicer filters, comparing budget to actuals, drilling across data instead of through data, and joining data from two different sources in a single analysis.

### **Excel Formulas Laminated Tip Card**

Use Excel 2010 VBA and macros to automate virtually any routine task, and save yourself hours, days, maybe even weeks. Then learn how to make Excel do things you thought were simply impossible! This book reveals scripting techniques you won't find anywhere else and shows you how to create automated reports that are amazingly powerful and useful. It helps you instantly visualize information so you can understand and act on it. It also shows you how to capture data from anywhere and use it anywhere, and helps you automate Excel 2010's most powerful new features Learning advanced Excel scripting has never been easier You'll find simple, step-by-step instructions, real-world examples and case studies,

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and 50 workbooks packed with bonus examples, macros, and solutions, straight from MrExcel. About MrExcel Library: Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will

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