Spreadsheets

Greg Harvey

Don't Fear the Spreadsheet Tyler Nash, Bill Jelen, Kevin Jones, Tom Urtis, 2012-07-01 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.

The Spreadsheet at 25 Bill Jelen, 2008-07-01 Traces the evolution of the spreadsheet from its invention until today. Includes twenty-five innovative uses for Excel and twenty-five spreadsheets that you can download.

Constructing, Using, and Interpreting Spreadsheets Philip Wolny,2010-08-15 There are certain computer skills that are both essential to employability and incredibly useful in everyday life. The ability to construct, use, and interpret spreadsheets is one of these skills. Familiarity with spreadsheet programs is an increasingly obligatory prerequisite for any office job, As is the creation, maintenance, and effective interpretation of spreadsheets and their data. Spreadsheets are an essential professional and academic asset and a useful personal tool. This book tells readers everything they need to know to get started creating spreadsheets for various tasks and utilities; plugging in relevant data; maintaining, updating, and revising the spreadsheet; and drawing accurate conclusions from the processed data. With step-by-step instructions for various standard tasks, this book makes working with spreadsheets both fun and easy.

Head First Excel Michael Milton, 2010-03-11 A brain friendly guide to Excel.

Spreadsheets for Librarians Bruce White,2021-01-11 Work smarter and save time with the librarian's guide to the hidden-in-plain-sight secrets of Excel, Sheets, and other types of spreadsheets. While some librarians have become very skilled at using the full power of Excel and Sheets to turn data into useful and valuable information, for many librarians the relevance of spreadsheets—and how to use them—is not necessarily obvious. This book

demystifies Excel and other spreadsheets. Starting from basic concepts, the book progresses to advanced implementations important to librarians in such areas as collection management, including evaluation and benchmarking; research assessment through the creation of sophisticated bibliometric measures; and library design based on an analysis of patron behavior or the creation of a keyword map of physical collections. Real-life examples highlight a variety of techniques and shortcuts that can be immediately applied to libraries of all kinds. Spreadsheets for Librarians is a book for the desk, not only the library shelves. No prior knowledge of spreadsheets is needed, and readers can expect to learn skills that will enhance their reputation as information and data professionals.

Optimization Modeling with Spreadsheets Kenneth R. Baker, 2012-01-10 Reflects the latest applied research and features state-of-the-art software for building and solving spreadsheet optimization models Thoroughly updated to reflect the latest topical and technical advances in the field, Optimization Modeling with Spreadsheets, Second Edition continues to focus on solving real-world optimization problems through the creation of mathematical models and the use of spreadsheets to represent and analyze those models. Developed and extensively classroom-tested by the author, the book features a systematic approach that equips readers with the skills to apply optimization tools effectively without the need to rely on specialized algorithms. This new edition uses the powerful software package Risk Solver Platform (RSP) for optimization, including its Evolutionary Solver, which employs many recently developed ideas for heuristic programming. The author provides expanded coverage of integer programming and discusses linear and nonlinear programming using a systematic approach that emphasizes the use of spreadsheet-based optimization tools. The Second Edition also features: Classifications for the various problem types, providing the reader with a broad framework for building and recognizing optimization models Network models that allow for a more general form of mass balance A systematic introduction to Data Envelopment Analysis (DEA) The identification of qualitative patterns in order to meaningfully interpret linear programming solutions An introduction to stochastic programming and the use of RSP to solve problems of this type Additional examples, exercises, and cases have been included throughout, allowing readers to test their comprehension of the material. In addition, a related website features Microsoft Office® Excel files to accompany the figures and data sets in the book. With its accessible and comprehensive presentation, Optimization Modeling with Spreadsheets, Second Edition is an excellent book for courses on deterministic models, optimization, and spreadsheet modeling at the upper-undergraduate and graduate levels. The book can also serve as a reference for researchers,

practitioners, and consultants working in business, engineering, operations research, and management science.

Excel Workbook For Dummies Greg Harvey,2006-04-24 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.

Spreadsheets with Excel Stephen Morris,2007-06-07 This handy textbook covers all you need to get started with spreadsheets. Learning Made Simple books give you skills without frills. They are matched to the main qualifications, and written by experienced teachers and authors to make often tricky subjects simple to learn. Every book is designed carefully to provide bite-sized lessons matched to your needs. Learning Made Simple titles provide both a new colorful way to study and a useful adjunct to any training course. Using full color throughout, and written by leading teachers and writers, Learning Made Simple books will help you learn new skills and develop your talents. Whether studying at college, training at work, or reading at home, aiming for a qualification or simply getting up to speed, Learning Made Simple books will give you the advantage of easy, well-organised training materials in a handy volume with two or four-page sections for each topic for ease of use.

An Introduction to Excel Spreadsheets James Gatenby,2008-12 The practical and friendly approach of this book will help newcomers to easily learn and understand the basics of spreadsheets.

Linear Programming and Generalizations Eric V. Denardo,2011-07-25 This book on constrained optimization is novel in that it fuses these themes: • use examples to introduce general ideas; • engage the student in spreadsheet computation; • survey the uses of constrained optimization;. • investigate game theory and nonlinear optimization, • link the subject to economic reasoning, and • present the requisite mathematics. Blending these themes makes constrained optimization more accessible and more valuable. It stimulates the student's interest, quickens the learning process, reveals connections to several academic and professional fields, and deepens the student's grasp of the relevant mathematics. The book is designed for use in courses that focus on the applications of constrained optimization, in courses that emphasize the theory, and in courses that link the subject to economics.

Excel Dashboards & Reports for Dummies Michael Alexander,2015-12-31 Make the most of your data using the power of Excel When you think of data, do you think of endless rows and columns in spreadsheets? Excel Dashboards and Reports For Dummies, 3rd Edition shows you how to make the most of your data—and puts an end to mind-numbing spreadsheets by exploring new ways to conceptualize and present key information. There's often a gap between handling data and synthesizing it into meaningful reports, and this approachable text bridges this gap with quick and accessible information that answers key questions, like how to meaningfully capture data trends, how to show relationships in data, and when it's better to show variances than actual data values. As a leading spreadsheet application, Microsoft Excel is the go-to data software. This tool allows you to use dashboard reports that leverage gauges, maps, charts, sliders, and other visual elements to present complex data in a manner that's easy to understand. Using Excel dashboards effectively can improve your professional capabilities by leaps and bounds. Analyze and report on large amounts of data in a meaningful way Look at data from different perspectives, and better visualize the information you're presenting by quickly slicing data on the fly Automate redundant reporting and analysis functions, making your data analysis and reporting routine more efficient Create visualizations, dashboards, and what-if analyses that are as visually appealing as they are substantial Excel Dashboards and Reports For Dummies, 3rd Edition is a fantastic resource if you're looking to spice up your reporting!

Excel 2016 For Dummies Greg Harvey,2016-05-31 Let your Excel skills sore to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite, this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most

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

Excel Hacks David Hawley,Raina Hawley,2004-03-24 Presents a collection of tips and techniques for getting the most out of the electronic spreadsheet program.

Excel PivotTables and PivotCharts Paul McFedries, 2010-05-20 Master two of the most powerful features of Excel Even if you use Excel all the time, you may not be up to speed on two of Excel's most useful features. PivotTable and PivotChart turn long lists of unreadable data into dynamic, easy-to-read tables and charts that highlight the information you need most; you can tweak results with a click or easily fuse data from several sources into one document. Now you can learn how to tap these powerful Excel tools with this practical guide. Using a series of step-by-step tutorials and easy-to-follow screenshots, this book shows you in a visual way how to create and customize PivotTables and PivotCharts, use them to analyze business data, and ultimately achieve more with less work. Explains the benefits PivotTables and PivotCharts, two powerful features of Excel that allow users to create dynamic spreadsheets Covers creating and customizing, analyzing business data, building custom calculations, linking to external data sources (including Access databases, Word tables, Web pages, XML data, SQL Server databases, and OLAP cubes), creating macros to automate tasks, and more Uses step-by-step tutorials and easy-to-follow screenshots, a learn by seeing approach for visual learners Practical, visual, and packed with

content, this is the book you need to ramp up your Excel skills with PivotTables and PivotCharts.

E-Quals Level 1 Office XP Spreadsheets Susan Ward,2004 Through practical tasks, 'check your knowledge' sections and consolidation exercises, you will learn to:

Creating Spreadsheets and Charts in Excel Maria Langer,2005 Explains how to create an Excel spreadsheet, covering such topics as formatting cells, merging data, adding graphics, and creating graphs.

Practice with Spreadsheets Sandra T. Myers,1997-09 May be used as a supplement to any spreadsheet program (Lotus, Excel, etc.) Most spreadsheet software programs work basically the same way and this generic book of easy exercises can be used with any spreadsheet programs on the market. The sequential lessons in this book were developed in a logical progression of simple to more complex concepts keeping in mind the different levels of comprehension. The exercises in each unit include instructions that encourage the students to write their formulas in the book. Not only will this aid in the development of formulas, but also will permit the instructor to monitor and preview the formula development on hard copy while at the same time giving the student a reference for later.

Excel 2010 Just the Steps For Dummies Diane Koers,2010-06-01 Pick your Excel task, find it fast, and get it done with Just the Steps! If you want to see how to do a particular Excel task, this is the perfect book. Each page includes step-by-step instruction in one column and illustrations and screenshots in the other column, so you have all the information you need in one place—no flipping pages! Improve your Excel skills with just the steps for entering spreadsheet data, building formulas, protecting excel data, formatting cells, designing spreadsheets with graphics, managing workbooks, changing worksheet values, sorting and filtering data, creating charts, creating PivotTables, building macros, integrating Excel into other Office programs, and—whew!—still more. Explains essentials tasks for Excel 2010, the spreadsheet application that is part of the Microsoft Office 2010 suite Shows you just the steps for numerous Excel tasks using an easy-to-follow, two-column page layout, with step-by-step instruction on one side and illustrations and screenshots on the other Covers entering spreadsheet data, building formulas, protecting excel data, formatting cells, designing spreadsheets with graphics, managing workbooks, changing worksheet values, sorting and filtering data, creating charts, creating PivotTables, and building macros Walks you step by step through collaborating in Excel and integrating or using Excel with Word, PowerPoint, and Access Make your tasks easier, improve your

Excel skills, and get better results with this step-by-step guide.

100 Top Tips - Microsoft Excel Sean McManus,2020-03-27 100 Top Tips - Microsoft Excel will help you boost your productivity and get more value from your spreadsheets with this powerful book of tips. It showcases: · Time-saving features (including data entry shortcuts) · Towerful functions for processing text and numbers · Insightful data analysis features, including pivot tables and what-if analysis. · How to use graphs · Debugging formulas · Printing clearly And much more! Whether you've been using Excel for years and never gone beyond the basics, or are just entering the world of spreadsheets, this book will quickly supercharge your skills. As you would expect from the In Easy Steps brand the book is written in an approachable style with step by step instructions provided for many of the tips, and full colour screenshots guiding you through the processes.

Beginning OpenOffice Calc Jacek Artymiak,2011-12-14 OpenOffice Calc is the most powerful and widespread open source spreadsheet application in existence. It is the only real alternative to Excel. Jacek Artymiak is widely regarded as the authority on OpenOffice Calc. He takes you, step by step, from the interface and handling Calc files to working with data sources small and large. Artymiak then extends the reader's skillset to data visualization, writing complex formulas and performing statistical analysis. Beginning OpenOffice Calc allows you to gain confidence in the considered use of statistical formulas, but does not assume familiarity with another spreadsheet application.

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