

# Learn Excel 2013 Expert Skills With The Smart Method Courseware Tutorial Teaching Advanced Techniques

Your guide to quickly turn data into results. Transform your skills, data, and business—and create your own BI solutions using software you already know and love: Microsoft Excel. Two business intelligence (BI) experts take you inside PowerPivot functionality for Excel 2013, with a focus on real world scenarios, problem-solving, and data modeling. You'll learn how to quickly turn mass quantities of data into meaningful information and on-the-job results—no programming required! Understand the differences between PowerPivot for Self Service BI and SQL Server Analysis Services for Corporate BI Extend your existing data-analysis skills to create your own BI solutions Quickly manipulate large data sets, often in millions of rows Perform simple-to-sophisticated calculations and what-if analysis Create complex reporting systems with data modeling and Data Analysis Expressions Share your results effortlessly across your organization using Microsoft SharePoint Authors' note on using Microsoft Excel 2016: This book's content was written against Excel 2013, but it is useful and valid for users of Excel 2016 too. Excel 2016 introduces several new DAX functions and an improved editor for DAX without changing any existing behavior. In other words, all of the concepts and examples explained in this book continue to work with Excel 2016. Excel 2013 Level 3 builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel 2013: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. The three levels of our Excel 2013 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2013. Objective coverage is marked throughout the course, and you can download an objective map for the series from <http://www.30bird.com>. Students will benefit most from this course if they want to use Excel 2013 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will complete their coverage of all the objectives for both exams. The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 and Level 2 courses or have equivalent introductory experience with Excel. The exercises are more detailed and complex than those in the previous levels.

Learn basic to advanced skills in Microsoft Excel 2013 while you prepare for certification. You'll discover how to create and format Spreadsheets, how to use formulas, charts, and more! Microsoft Office Specialist (MOS) certification is the globally recognized standard for validating expertise with the Microsoft Office Suite. If you wish to prepare for Microsoft Certification Exam 77-420: Microsoft Office Excel 2013 OR Microsoft Certification Exam 77-427 Part 1 and 77-428 Part 2: Microsoft Office Excel 2013 Expert will find Microsoft Excel spreadsheets that demonstrate the MOS topics taught in the Intermediate Guide to Excel 2013.

## Download Ebook Learn Excel 2013 Expert Skills With The Smart Method Courseware Tutorial Teaching Advanced Techniques

Readers develop the Microsoft Excel 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT EXCEL 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Excel 2013 as NEW PERSPECTIVES MICROSOFT EXCEL 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Students who wish to prepare for Microsoft Certification Exam 77-420: Microsoft Office Excel 2013 OR Microsoft Certification Exam 77-427 Part 1 and 77-428 Part 2: Microsoft Office Excel 2013 Expert will find beginning through advanced lessons that demonstrate these required MOS topics. With this comprehensive, performance-based certification preparation online program, you can build and validate your business computer skills using Microsoft Excel 2013 software. You'll cover basic through advanced topics, including formatting fonts, applying number formats, linking worksheets, creating a PivotTable, and more. Upon completion, you'll be prepared to earn your certification and gain an important edge in today's competitive job market. Microsoft Office Specialist (MOS) certification is the globally recognized standard for validating expertise with the Microsoft Office Suite. If you wish to prepare for Microsoft Certification Exam 77-420: Microsoft Office Excel 2013 OR Microsoft Certification Exam 77-427 Part 1 and 77-428 Part 2: Microsoft Office Excel 2013 Expert, this course will help you build the skills and knowledge you need.

Make the most of Excel 2013—without becoming a technical expert! This book is the fastest way to master Excel...use it to build powerful, trustworthy, easy-to-understand workbooks...discover hidden patterns and make better decisions...visualize data so everyone understands it...share and present workbooks on the web, tablets, anywhere! Even if you've never used Excel before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Excel has never, ever been this simple! Who knew how simple Excel 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Excel 2013 spreadsheet

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program...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Quickly create, edit, and format workbooks Enter formulas and use functions effectively Enter data more rapidly, easily, consistently, and accurately Master powerful ways to sort, filter, consolidate, or group data Visualize information through great charts, PivotTables, and Sparklines Illustrate workbooks with images, shapes, and SmartArt Explore and analyze data more easily with Excel 2013's amazing new Power View Share, print, present, and secure your workbooks Store your workbooks online with SkyDrive Work with macros Build immense power into worksheet cells with UDFs

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Expert Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Includes downloadable practice files

Readers develop the Microsoft PowerPoint 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT POWERPOINT 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS PowerPoint 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS PowerPoint 2013 as NEW PERSPECTIVES MICROSOFT POWERPOINT 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Learn Excel 2013 Expert Skills with the Smart Method

Both computer rookie and hot shots can master Microsoft Access 2013 applications quickly and efficiently with this new book in the acclaimed Illustrated Series -- ENHANCED MICROSOFT ACCESS 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy-to-follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what users should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes explore cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Access 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 PowerPoint Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

Readers discover the latest advantages that Microsoft Access has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT ACCESS 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen

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approach guides readers in expanding their understanding of Access through experimentation, critical thought, and personalization. ENHANCED MICROSOFT ACCESS 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel 2013 Level 1 provides the basic concepts and skills to start being productive with Microsoft Excel 2013: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2013. Objective coverage is marked throughout the course, and you can download an objective map for the series from <http://www.30bird.com>. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel 2013, or if they want to have a solid foundation for continuing on to become an Excel Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course is a good place to start their preparation, but they will need to continue on to other courses in the series to be fully prepared for either exam. The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.

Readers develop the Microsoft Access 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT ACCESS 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Access 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Access 2013 as NEW PERSPECTIVES MICROSOFT ACCESS 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

"Excel 2013 Level 1 provides the basic concepts and skills to start being productive with Microsoft Excel 2013: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2013. Objective coverage is marked throughout the course, and you can download an objective map for the series from <http://www.30bird.com>. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel 2013, or if they want to have a solid foundation for continuing on to become an Excel Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course is a good place to start their preparation, but they will need to continue on to other courses in the series to be fully prepared for either exam. The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before."

This book is for users who are already comfortable with Excel 2013's basic features and want to learn to use all of Excel 2013's most powerful features. The course is structured into sessions and lessons. Each lesson is presented upon two facing pages. Skills are taught in the context of actual business problems. The presentational style allows you to learn only the skills you need.

Master statistical analysis with Excel 2013 on your own terms with this one-of-a-kind video training course. Big data is big business, and many professionals are turning to

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Excels data analysis tools to help them make sense of their organizational data. Now, you can learn the ins and outs of statistical analysis with Excel - from importing data to utilizing Pivot Tables - with Statistical Analysis with Excel 2013 Advanced Skills. Our instructors provide expert, straight-forward, user-friendly training to help you tackle new topics the way you want to learn. Master basic skills, boost your creativity, and challenge yourself in bold new directions. Understand Excels data analysis capabilities and how they can be applied in your organization Work with data, normal distributions, hypothesis testing, variances, rank, and percentiles Take advantage of formulas, Pivot Tables, dashboards, and reporting tools to display your data Includes 5 hours of advanced statistical analysis with Excel 2013 video training. If you're looking for advanced real-world statistical analysis with Excel 2013 instruction, you'll find it here. <http://www.wiley.com/WileyCDA/Section/id-825413.html...>

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Outlook Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

Learn how to use the advanced features of Excel 2013 and experience some of the new features that are offered in Excel 2013. Excel 2013 is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. With Office 2013 you are provided a new landing screen, which makes launching, and creating documents easier than previous versions of Excel. Excel 2013 also has an improved user interface with an array of powerful tools to help you manage your data through Skydrive - and better information leads to better decision-making! Topics Covered Include: \* Understand permissions, versions, and Excel Options \* Track changes and share workbooks \* Perform advanced formula auditing and calculation \* Create arrays \* Create additional ways to run a macro \* Create a form using a variety of controls \* Use trend lines, secondary axes and chart templates \* Work with slicers in PivotTables \* Create and manipulate a PowerView sheet \* Analyze data using multiple tables

Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series - ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

For students who need to develop the study skills required to successfully complete their college education--whether they attend a two- or four-year college or they are adult learners--ESSENTIAL STUDY SKILLS, 8th Edition, is their guide to success.

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Featuring the essential learning strategies for becoming a better student, this book helps students learn how to prepare for class, develop textbook reading strategies, use effective note-taking techniques, strengthen their test-taking skills, and use technology effectively. ESSENTIAL STUDY SKILLS, 8th Edition, adapts to any learning style and offers a step-by-step approach and numerous opportunities for practice throughout the textbook and accompanying CourseMate website. The new edition includes a dedicated chapter (12) entitled Using Technology, providing guidance on how students can use electronic tools to improve their study skills, conduct research (and avoid plagiarism), and succeed in online courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Readers develop the Microsoft Word 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT WORD 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Word 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Word 2013 as NEW PERSPECTIVES MICROSOFT WORD 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Would you rather spend time with Excel(r) than with your spouse? Do you have a love-hate relationship with your spreadsheets? Here's why: Excel(r) is FEMALE. And she's better than any other woman you've ever met. Learn why... And get her to do anything you want! This book is a compilation of the best tricks and time-saving techniques that will impress even the most advanced users. Take your game to the next level by reading it cover to cover, or use it as a reference. The authors 20+ years experience as an advanced Excel trainer, reflected in this fully illustrated step-by-step book, make it an easy and fun read. Who said learning Excel had to be boring? Learn by example. This book will teach you: \*\* Some of the sexiest features Excel(r) 2013 has that men wish women had too \*\* How to make Excel speak... Most importantly, how to have her shut up when you want her to! \*\* How to navigate the sheets like a top banana \*\* How to invite Word(r) for a menage-a-trois \*\* The secrets of Control Mustache \*\* Unusual hot spots you'll enjoy double-clicking \*\* The WOW things you can do with "The Thingy" (Is it bigger and better in 2013?) \*\* Excel's multiple OMGs (yes, multiple, you read it right!) \*\* How to create spin buttons, form controls, and drop-down lists \*\* Where to find the Control G Spot. Explore it and your life will never be the same \*\* Custom styles, date math, sparklines, charting best practices, flash fill, the quick analysis tool... And a lot more! Whether you're a basic or an intermediate level Excel(r) 20103 user you'll be less frustrated and you'll have more spare time to do what you really want. Stop feeling like a dinosaur or a leech on your coworkers, and build the confidence you need. Oh, and don't go to a bar and buy a drink for that girl who probably won't go home with you; for less jack, take this book home and learn to communicate better with the hottest chick arou

This complete training package makes learning the new Office 2013 even easier!

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Featuring both a video training DVD and a full-color book, this training package is like having your own personal instructor guiding you through each lesson of learning Office 2013, all while you work at your own pace. The self-paced lessons allow you to discover the new features and capabilities of the new Office suite. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This essential training package takes you well beyond the basics in a series of short, easy-to-absorb lessons. Takes you from the basics through intermediate level topics and helps you find the information you need in a clear, approachable manner Walks you through numerous lessons, each consisting of easy-to-follow, step-by-step instructions in full color that make each task less intimidating Covers exciting new features of Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Publisher Features a companion DVD that includes lesson files and video tutorials for a complete training experience Shares additional resources available on companion website: [www.digitalclassroombooks.com](http://www.digitalclassroombooks.com) This all-in-one, value-packed combo teaches you all you need to know to get confidently up and running with the new Office 2013 suite!

Learn Office the easy way, no jargon. Clear, concise and to the point. Using Office 2013 is the essential step by step guide to getting the most out of Microsoft Office traditional application (not SharePoint), providing a resource for both the beginner and the enthusiast. This book explores constructing professional looking documents; adding and using graphics and clipart; fonts, tables, graphs and formatting; creating stunning PowerPoint presentations for your lessons, lectures, speeches or business presentations; PowerPoint animations and effects; setting up your projector and laptop ready to present; using Excel to create spreadsheets to analyse data; Excel functions and formulas; Excel charts and graphs; and more... Techniques are illustrated in step-by-step using photography and screen prints throughout, together with concise, easy to follow text from an established expert in the field, provide a comprehensive guide to office applications. Whether you are new to Microsoft Office, an experienced user or studying a computer skills course this book will provide you with a firm grasp of the underpinning foundations and equip you with the skills needed to use Office. With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product

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Learn statistical analysis with Excel 2013 on your own terms with this one-of-a-kind video training course. Big data is big business, and many professionals are turning to Excels data analysis tools to help them make sense of their organizational data. Now, you can learn the ins and outs of statistical analysis with Excel - from importing data to utilizing Pivot Tables - with Statistical Analysis with Excel 2013 Essentials. Our instructors provide expert, straight-forward, user-friendly training to help you tackle new topics the way you want to learn. Master basic skills, boost your creativity, and challenge yourself in bold new directions. Understand Excels data analysis capabilities, even if youve never taken a statistics course Work with data, normal distributions, hypothesis testing, variances, rank, and percentiles. Take advantage of formulas, Pivot Tables, dashboards, and reporting tools to display your data. Includes 4 hours of statistical analysis with Excel 2013 video training. If you're looking for real-world statistical analysis with Excel 2013 instruction, you'll find it here.

<http://www.wiley.com/WileyCDA/Section/id-825413.html...>

In this advanced training course for Microsoft Excel 2013, expert author Guy Vaccaro takes you beyond the basics of Excel, and teaches you how to use the advanced features and functions in this spreadsheet program from Microsoft. You will start with basic operations such as SUM, MIN, and MAX, as well as conditional mathematical functions. Guy proceeds to instruct you on using IF statements to control conditions. You will learn how to perform data lookups using VLOOKUP and HLOOKUP, and how to create Sparklines. Other features that are covered in this advanced Excel tutorial are; working with time, outlining, custom views, text manipulation, error checking, pivot tables and pivot charts. Guy also covers some basic Macro operations within Excel for optimizing your workflow. By the completion of this computer based training video for Microsoft Excel 2013, you will be comfortable with many of the advanced features and functions that this powerful spreadsheet software from Microsoft has to offer. Working files are included, allowing you to follow along with the author throughout the lessons.

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Readers discover the latest advantages that Microsoft PowerPoint has to offer

with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of PowerPoint through experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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The advanced tools accountants need to build automated, reliable, and scalable reports using Excel Learn about the functions that work together to automate many of the processes involved in Management Reporting. See how to take advantage of the many new features of Excel 2007 and 2010. Find out how to build validation structures into your spreadsheet reports. Discover how to identify missing or new codes, either in the creation process or in the day-to-day running of the reports. Do it all with Advanced Excel Reporting for Management Accountants. Explore the structures that simplify the report creation process and make the reports more maintainable Learn techniques to "cleanse" data so that it is ready for use in Pivot Tables and formula-based reports Find out the tips and tricks that can make the creation process quicker and easier Discover all you need to know about Excel's summing functions and how versatile they can be Written in a hands-on style that works towards the completion of two reporting case studies, Advanced Excel Reporting for Management Accountants explains and demonstrates techniques so that Management Accountants can learn how to automate many aspects of the reporting process.

You got Microsoft Excel 2013...now get these video lessons and master it faster and more easily than ever before! In 97 quick video lessons, Power Excel 2013 with MrExcel shows how to maximize your productivity Excel's best tools and shortcuts. Expert Bill Jelen simplifies powerful features including PivotTables, PowerPivot, Charting, Flash Fill, VLOOKUP, Combo Chart, Mail Merge, SmartArt, and more! Get more done faster with Excel Web App, the Quick Access Toolbar, and keyboard shortcuts...control and analyze data more effectively...communicate more visually with charting tools...and plenty more! Just watch: You'll

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master high-powered Excel 2013 skills at your own pace-and get specific answers and solutions immediately, whenever you need them! For anyone who wants to master Microsoft Excel 2013 fast-from novices to experienced power users.

"Excel 2013 Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2013: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The three levels of our Excel 2013 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2013. Objective coverage is marked throughout the course, and you can download an objective map for the series from

<http://www.30bird.com>. Students will benefit most from this course if they want to use Excel 2013 to perform real-world tasks such as rearranging and presenting complex data. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue on to the Level 3 course, particularly to prepare for the Expert exam. The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 course or have equivalent introductory experience with Excel."

Master core Excel 2013 tools for building powerful, reliable spreadsheets! Excel expert Paul McFedries shows how to use Excel 2013's core features to solve problems and get the answers you need. Using real-world examples, McFedries helps you get the absolute most out of features and improvements ranging from FlashFill to Excel's newest functions. Along the way, you discover the fastest, best ways to handle essential day-to-day tasks ranging from generating account numbers to projecting the impact of inflation. Becoming an Excel expert has never been easier! You'll find crystal-clear instructions; insider insights; even complete step-by-step projects for building timesheets, projecting cash flow, aging receivables, analyzing defects, and more..

- Quickly create powerful spreadsheets with FlashFill
- Use conditional formatting to instantly reveal anomalies, problems, or opportunities
- Analyze your data with standard tables and PivotTables
- Use complex criteria to filter data in lists
- Understand correlations between data
- Perform sophisticated what-if analyses
- Use regression to track trends and make forecasts
- Build loan, investment, and discount formulas
- Validate data, troubleshoot problems, and build more accurate, trustworthy spreadsheets

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

CATEGORY: Spreadsheets COVERS: Microsoft Office Excel 2013

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