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Learn the Best Excel Tips & Tricks Ever: FORMULAS, MACROS, PIVOT TABLES, FORMATTING, DATA, MICROSOFT OFFICE 365 plus Many More! With this book, you'll learn to apply the must know Excel features and tricks to make your data analysis & reporting easier and will save time in the process. With this book you get the following: ? 101 Best Excel Tips & Tricks To Advance Your Excel Skills & Save You Hours ? New Excel Tips & Tricks for Microsoft Office 365 ? Easy to Read Step by Step Guide with Screenshots ? Downloadable Practice Excel Workbooks for each Tip & Trick ? You also get a FREE BONUS downloadable PDF version of this book! This book is a MUST-HAVE for Beginner to Intermediate Excel users who want to learn Microsoft Excel FAST & stand out from the crowd!

The 54 essential tips that all Excel users need to know. MrExcel LIVE provides users with a concise book that can be absorbed in under an hour. Includes a

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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.

TIPS & TRICKS + 2 FREE BONUS BOOKS - Download Now! Do You Want to Learn How to Master Excel? Get this Book and Follow My Step by Step Explanations! EXCEL: Tips & Tricks - Over 100 ways to crash with Calc Spreadsheet Just like other important software, this software offers so many different functions for different reasons. You are able to customize your working environment to offer an ease of use. For example, if you are not going to use the paint function because you are working on statistic spreadsheet, then you probably do not need it to be in your working area. Items that you do not need will just get in the way and make your work area cluttered. In this chapter you are going to learn how to create an appropriate working environment while you are using Excel. Download this book now! ENJOY

The study of new media opens up some of the most fascinating issues in contemporary culture, bringing together key readings on new media, what it is, where it came from, how it affects our lives, and how it is managed. It encourages readers to pay attention to the 'new' in new media, as well as consider it as a historical phenomenon.

"Professional Financial Computing Using Excel and VBA is an admirable

exposition that bridges the theoretical underpinnings of financial engineering and its application which usually appears as a "black-box" software application. The book opens the black-box and reveals the architecture of risk-modeling and financial engineering based on industry-standard stochastic models by utilizing Excel and VBA functionality to create a robust and practical modeling tool-kit. Financial engineering professionals who purchase this book will have a jumpstart advantage for their customized financial engineering and modeling needs." Dr. Cameron Wicentowich Vice President, Treasury Analytics Canadian Imperial Bank of Commerce (CIBC) "Spreadsheet modeling for finance has become a standard course in the curriculum of many Quantitative Finance programs since the Excel-based Visual Basic programming is now widely used in constructing optimal portfolios, pricing structured products and managing risks. Professional Financial Computing Using Excel and VBA is written by a unique team of finance, physics and computer academics and practitioners. It is a good reference for those who are studying for a Masters degree in Financial Engineering and Risk Management. It can also be useful for financial engineers to jump-start a project on designing structured products, modeling interest term structure or credit risks." Dr. Jin Zhang Director of Master of Finance Program and Associate Professor The University of Hong Kong "Excel has been one of the most powerful tools for

financial planning and computing over the last few years. Most users utilize a fraction of its capabilities. One of the reasons is the limited availability of books that cover the advanced features of Excel for Finance. Professional Financial Computing Using Excel and VBA goes the extra mile and deals with the Excel tools many professionals call for. This book is a must for professionals or students dealing with financial engineering, financial risk management, computational finance or mathematical finance. I loved the way the authors covered the material using real life, hands-on examples." Dr. Isaac Gottlieb Temple University Author, Next Generation Excel: Modeling in Excel for Analysts and MBAs

Quantifying the User Experience: Practical Statistics for User Research offers a practical guide for using statistics to solve quantitative problems in user research. Many designers and researchers view usability and design as qualitative activities, which do not require attention to formulas and numbers. However, usability practitioners and user researchers are increasingly expected to quantify the benefits of their efforts. The impact of good and bad designs can be quantified in terms of conversions, completion rates, completion times, perceived satisfaction, recommendations, and sales. The book discusses ways to quantify user research; summarize data and compute margins of error; determine

appropriate samples sizes; standardize usability questionnaires; and settle controversies in measurement and statistics. Each chapter concludes with a list of key points and references. Most chapters also include a set of problems and answers that enable readers to test their understanding of the material. This book is a valuable resource for those engaged in measuring the behavior and attitudes of people during their interaction with interfaces. Provides practical guidance on solving usability testing problems with statistics for any project, including those using Six Sigma practices Show practitioners which test to use, why they work, best practices in application, along with easy-to-use excel formulas and web-calculators for analyzing data Recommends ways for practitioners to communicate results to stakeholders in plain English Resources and tools available at the authors' site: <http://www.measuringu.com/>

This Book of Abstracts is the main publication of the 55th Annual Meeting of the European Association for Animal Production (EAAP) held in Bled, Slovenia, on 5-9 September 2004. It contains abstracts of the invited papers and contributed presentations. The meeting addressed subjects relating to science and innovation, but in Bled the main theme is "Sustainability of Livestock Systems". Also, important problems were discussed during the sessions of EAAP's nine Commissions: Animal Genetics, Animal Nutrition, Animal Management and

Health, Animal Physiology, Livestock Farming Systems, Cattle Production, Sheep and Goat Production, Pig Production and Horse Production. In addition joint sessions on topics interesting several disciplines and species were included in the programme. A total of 2843 authors (741 abstracts) contributed to this publication.

The comprehensive, broadly-applicable, real-world guide to financial modelling Principles of Financial Modelling – Model Design and Best Practices Using Excel and VBA covers the full spectrum of financial modelling tools and techniques in order to provide practical skills that are grounded in real-world applications. Based on rigorously-tested materials created for consulting projects and for training courses, this book demonstrates how to plan, design and build financial models that are flexible, robust, transparent, and highly applicable to a wide range of planning, forecasting and decision-support contexts. This book integrates theory and practice to provide a high-value resource for anyone wanting to gain a practical understanding of this complex and nuanced topic. Highlights of its content include extensive coverage of: Model design and best practices, including the optimisation of data structures and layout, maximising transparency, balancing complexity with flexibility, dealing with circularity, model audit and error-checking Sensitivity and scenario analysis, simulation, and optimisation Data manipulation and analysis The use and choice of Excel functions and functionality, including advanced functions and those from all categories, as well as of VBA and its key areas of application within financial modelling The companion website provides approximately 235 Excel files (screen-clips of most of which are shown in the text), which demonstrate key

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principles in modelling, as well as providing many examples of the use of Excel functions and VBA macros. These facilitate learning and have a strong emphasis on practical solutions and direct real-world application. For practical instruction, robust technique and clear presentation, Principles of Financial Modelling is the premier guide to real-world financial modelling from the ground up. It provides clear instruction applicable across sectors, settings and countries, and is presented in a well-structured and highly-developed format that is accessible to people with different backgrounds.

In today's increasingly competitive financial world, successful risk management, portfolio management, and financial structuring demand more than up-to-date financial know-how. They also call for quantitative expertise, including the ability to effectively apply mathematical modeling tools and techniques, in this case credit. Credit Risk Modeling using Excel and VBA with DVD provides practitioners with a hands on introduction to credit risk modeling. Instead of just presenting analytical methods it shows how to implement them using Excel and VBA, in addition to a detailed description in the text a DVD guides readers step by step through the implementation. The authors begin by showing how to use option theoretic and statistical models to estimate a borrowers default risk. The second half of the book is devoted to credit portfolio risk. The authors guide readers through the implementation of a credit risk model, show how portfolio models can be validated or used to access structured credit products like CDO's. The final chapters address modeling issues associated with the new Basel Accord. Apply Excel daily and smooth out life's wrinkles Who knew a spreadsheet could do as much for you as your favorite moisturizer? Become a Microsoft Excel Diva with this sassy guide and discover what hip IT Girls already know: smart is beautiful. Impress the heck out of everyone at

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work with your stylish reports. Do a budget and see exactly what you can spend on shoes. Get better organized. Who has time for dull technical manuals? Learn all of Microsoft Excel's secrets in this girl-talk guide. Welcome to the party! Relax, refresh, and reward yourself at the end of each chapter with fun, stress-reducing chats, like why soy Chai lattes are better than regular lattes. Don't miss these gems! * Meet Microsoft(r) Excel(r) 2007, the Louis Vuitton of spreadsheets * Join the conversation with these basic Excel terms * Learn the fine art of Excel formulas and functions * Dress up Excel data with SmartArt, WordArt, and other chic accessories * Build a shopping spree budget from scratch * Show off by adding Excel data into Word and PowerPoint(r)

For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

Maximize the power of Excel 2013 formulas with this must-have Excel reference John Walkenbach, known as "Mr. Spreadsheet," is a master at deciphering complex technical topics and Excel formulas are no exception. This fully updated book delivers more than 800 pages of Excel 2013 tips, tricks, and techniques for creating formulas that calculate, developing custom worksheet functions with VBA, debugging formulas, and much more. Demonstrates how to use all the latest features in Excel 2013 Shows how to create financial formulas and tap into the power of array formulas Serves as a guide to using various lookup formulas, working with conditional formatting, and developing custom functions Shares proven solutions for handling typical (and not-so-typical) Excel formula challenges Includes links to the "Mr. Spreadsheet"

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website, which contains all the templates and worksheets used in the book, plus access to John Walkenbach's award-winning Power Utility Pak. From charts to PivotTables and everything in between, Excel 2013 Formulas is your formula for Excel success.

Using Microsoft Excel, the market leading spreadsheet package, this book combines theory with modelling aspects and spreadsheet analysis. Microeconomics Using Excel provides students with the tools with which to better understand microeconomic analysis. It focuses on solving microeconomic problems by integrating economic theory, policy analysis and spreadsheet modelling. This unique approach facilitates a more comprehensive understanding of the link between theory and problem solving. It is divided into four core parts: analysis of price policies analysis of structural policies multi-market models budget policy and priority settings. The theory behind each problem is explained and each model is solved using excel. Each model is also available online and can be used as a prototype for analysis and specific needs. Microeconomics using Excel will be of great interest to students studying economics as well as to professionals in economic and policy analysis.

Put the power of Excel formulas and functions to work for you! Excel is a complex program. Mastering the use of formulas and functions lets you use Excel to compute useful day-to-day information, such as calculating the true cost of credit card purchases or comparing 15-year and 30-year mortgage costs. This fun and friendly book demystifies Excel's built-in functions so you can put them to work. You'll find step-by-step instructions on 150 of Excel's most useful functions, how they work within formulas, and how to use them to make your life easier. See how to use 150 of Excel's most useful functions, with real-world examples showing how each function is used within a formula Learn to calculate the costs of leasing versus buying a car,

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compute classroom grades, create an amortization table, or evaluate investment performance Fully updated for Excel 2010, but the principles will work with earlier versions of Excel as well Includes essential coverage of an additional 85 functions In the ever-popular, non-threatening For Dummies style, Excel Formulas and Functions For Dummies, 2nd Edition makes Excel's power accessible to you.

Essential Computer and it Fundamentals for Engineering And S

OUTSTANDING EXCEL 365 GUIDE! We all deal with numbers in a way or the other. We all have expenditures ranging from the monthly income that we earn to our day-to-day expenses. For you to spend wisely, you need to know your income with respect to your expenditure. Microsoft Excel comes in handy when we want to analyze, record and store such numeric data. Excel is the most used spreadsheet among others. It is a powerful tool used by organizations and individuals. This book covers everything you need to know and become an expert in the use of Excel 365 with features like Excel 365's new XLOOKUP function, UNIQUE, FILTER, SORT, SORTBY, SEQUENCE and RANDARRAY dynamic array functions. In this book, you'll learn over 100 Powerful Excel Formulas and Functions. Below is a brief insight into the contents of this book: Step by step guide on how to make use of the tools in Excel New additional charts in Excel and how to make use of them Understanding the basic tabs in Excel application

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How to create, edit, share and review workbook Learn How to enter basic and advanced Excel formulas and functions Learn How to select, activate and edit cells in excel Learn How to Create and manage workbooks and worksheets Learn How to create charts in excel: types and examples Learn How to format an excel table Learn How to Illustrate using XLOOKUP Learn How to Automate Data Analysis with Excel's Ideas Feature Learn to reference Excel workbook and worksheet Get familiar with Worksheet design Find out how to work with charts and graphics Use Excel for data management, analysis, modeling, and visualization Basic and Professional Excel tips and tricks And lots more... Kindly scroll up and click Buy Now to enjoy the book.

The second edition of Introduction to Biostatistical Applications in Health Research delivers a thorough examination of the basic techniques and most commonly used statistical methods in health research. Retaining much of what was popular with the well-received first edition, the thoroughly revised second edition includes a new chapter on testing assumptions and how to evaluate whether those assumptions are satisfied and what to do if they are not. The newest edition contains brand-new code examples for using the popular computer language R to perform the statistical analyses described in the chapters within. You'll learn how to use Excel to generate datasets for R, which

can then be used to conduct statistical calculations on your data. The book also includes a companion website with a new version of BAHR add-in programs for Excel. This new version contains new programs for nonparametric analyses, Student-Newman-Keuls tests, and stratified analyses. Readers will also benefit from coverage of topics like: Extensive discussions of basic and foundational concepts in statistical methods, including Bayes' Theorem, populations, and samples A treatment of univariable analysis, covering topics like continuous dependent variables and ordinal dependent variables An examination of bivariable analysis, including regression analysis and correlation analysis An analysis of multivariate calculations in statistics and how testing assumptions, like assuming Gaussian distributions or equal variances, affect statistical outcomes Perfect for health researchers of all kinds, Introduction to Biostatistical Applications in Health Research also belongs on the bookshelves of anyone who wishes to better understand health research literature. Even those without a great deal of mathematical background will benefit greatly from this text.

The beautiful historic town of Minden is tucked up in the pine-filled hills of northern Louisiana. Established by Charles Hanse Veeder in 1835, a third-generation German-American originally from upstate New York, Minden rapidly earned a reputation as a town of unique character, aided by the Minden

Academy and the early introduction of the Methodist, Baptist, and Episcopalian religions. After Veeder left the town, the hearty settlers remained to foster Minden's growth and development. Although the seat of Webster Parish today, Minden has faced expansion fluctuations, caused by natural disaster and economic hardship, but followed by ambitious industrial endeavors and renewed hope. Minden thrived commercially, with economic gain centralized in Bayou Dorcheat, which was composed of separate landings acting as shipping points for goods coming from much of northern Louisiana. Industries like cotton farming and the Minden Lumber Mill, formed in 1901 as one of the largest mills in the United States at the time, caused the town's population to nearly double in just ten years. Under the leadership of great men like E.S. Richardson, Minden also became a model for other towns of similar size in the field of education. At the same time, disastrous fires, a catastrophic tornado, and the devastation of the steamboat trade on Bayou Dorcheat by the coming of the railroad challenged the community in the ever-changing twentieth century.

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.

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100 Top Tips - Microsoft Excel contains 100 tips that will help readers to get the most out of Microsoft's popular spreadsheet software, including time-saving features; powerful functions for processing text and numbers; and data analysis features. A must-have for anyone using Excel.

CD-ROM contains: Excel workbooks for examples and problems -- Software tool for thermodynamic properties.

3 EXCEL BOOKS + 2 FREE BONUS BOOKS INCLUDED! - Download Now! Do You Want to Learn How to Master Excel? Get this Book and Follow My Step by Step Explanations! This Excel Bundle Contains: Excel for Everyone - The Simplest Way to Enter the Rich World of the Calc Spreadsheet Excel - Strategic Use of the Calc Spreadsheet in Business Environment. Data Analysis and Business Modeling Tips & Tricks - Over 100 Ways to Crash With Calc Spreadsheet Excel for Everyone: The Simplest Way to Enter the Rich World of Formulas When looking for the type of job that will help you get ahead in the world, one reoccurring skills gets asked about time, after time, after time. Despite the prevalence of spreadsheet software on every business computer for nearly 30 years, many people are still confounded when it comes to even completing basics tasks in Microsoft Excel. If you are tired of working harder, not smarter, then Excel for Everyone: The Simplest Way to Enter the Rich World of the Calc Spreadsheet is the book you have been waiting for. This book is written for those who have heard about Excel and how useful it is for years, if not decades and are finally ready to take the plunge and learn everything there is to know about Excel basics. It describes everything you need to know when it comes to understanding what Excel is for and when to use it for the best

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results. Excel: Strategic Use of the Calc Spreadsheet in Business Environment. Data Analysis and Business Modeling. Spreadsheets and the programs that create them are as common in the business world as cubicles and yet many people still don't know how to take full advantage of the software they use to create these ever-present files; despite the fact that it could ultimately save them time, headaches, even money in the long run. If you want to ensure you are getting the most out of your spreadsheet software then, Excel: Strategic Use of the Calc Spreadsheet in Business Environments, Data Analysis and Business Modeling is the book you have been waiting for. This book is written for those who are already familiar with all of the basics that these programs have to offer and are looking to take their game to another level. It describes everything you need to know when it comes to time saving things like making the most of Vertical or Horizontal Lookup features, productivity macros and the spreadsheet program's extensive filter function. Tips & Tricks - Over 100 Ways to Crash With Calc Spreadsheet Just like other important software, this software offers so many different functions for different reasons. You are able to customize your working environment to offer an ease of use. For example, if you are not going to use the paint function because you are working on statistic spreadsheet, then you probably do not need it to be in your working area. Items that you do not need will just get in the way and make your work area cluttered. In this chapter you are going to learn how to create an appropriate working environment while you are using Excel. Download this book now! ENJOY

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

This text is targeted at high school seniors who plan to enter business, science, and

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technology related fields, and working professionals seeking to enhance their knowledge on various math topics including probability and optimization methods. This book begins with the basic mathematical operations and ends with advanced and yet practical examples. Contains many real-world examples supplemented with computer applications. It is ideal for self-study. Get the most out of Excel 2013 with this exceptional advice from Mr. Spreadsheet himself! Excel 2013 is excellent, but there's lots to learn to truly excel at Excel! In this latest addition to his popular Mr. Spreadsheet's Bookshelf series, John Walkenbach, aka "Mr. Spreadsheet," shares new and exciting ways to accomplish and master all of your spreadsheet tasks. From taming the Ribbon bar to testing and tables, creating custom functions, and overcoming "impossible" charts, mixing nesting limits, and more, 101 Excel 2013 Tips, Tricks, & Timesavers will save you time and help you avoid common spreadsheet stumbling blocks. Reveals ways to maximize the power of Excel to create robust applications Draws on John Walkenbach's years of experience using Excel and writing more than 50 books Shares tips and tricks for dealing with function arguments, creating add-ins, using UserForms, working with dynamic chart data, and changing data entry orientation Provides shortcuts and helpful techniques for sorting more than three columns, entering fake data for testing purposes, and setting up powerful pivot tables 101 Excel 2013 Tips, Tricks, & Timesavers is packed with information that you need to know in order to confidently and seamlessly master the challenges that come with using Excel!

Renowned security expert Evans details how hackers get into networks. He then takes those same tools and shows how to make money as a Certified Ethical Hacker.

If you think that getting creative with Excel means the underhanded tweaking of numbers, think

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again. Excel Hacks shows even the most experienced users how to do things with Excel they might never have thought of doing--and lets them have a little fun while they're at it. Microsoft Excel is not just the dominant spreadsheet in the world; it's also one of the most popular applications ever created. Its success lies not only in its power and flexibility, but also in its streamlined, familiar interface that casually conceals its considerable capabilities. You don't need to know everything that Excel can do in order to use it effectively, but if you're like the millions of Excel power users looking to improve productivity, then Excel Hacks will show you a wide variety of Excel tasks you can put to use, most of which are off the beaten path. With this book, Excel power users can bring a hacker's creative approach to both common and uncommon Excel topics--"hackers" in this sense being those who like to tinker with technology to improve it. The "100 Industrial Strength Tips and Tools" in Excel Hacks include little known "backdoor" adjustments for everything from reducing workbook and worksheet frustration to hacking built-in features such as pivot tables, charts, formulas and functions, and even the macro language. This resourceful roll-up-your-sleeves guide is for intermediate to advanced Excel users eager to explore new ways to make Excel do things--from data analysis to worksheet management to import/export--that you never thought possible. Excel Hacks will help you increase productivity with Excel and give you hours of "hacking" enjoyment along the way.

Industrial Process Plant Construction Estimating and Man-Hour Analysis focuses on industrial process plants and enables the estimator to apply statistical applications, estimate data tables, and estimate sheets to use methods for collecting, organizing, summarizing, presenting, and analyzing historical man-hour data. The book begins with an introduction devoted to labor,

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productivity measurement, collection of historical data, verification of data, estimating methods, and factors affecting construction labor productivity and impacts of data. It goes on to explore construction statistics and mathematical spreadsheets, followed by detailed scopes of work ranging from coal-fired power plants to oil refineries and solar plants, among others. Man-hour schedules based on historical data collected from past installations in industrial process plants are also included as well as a detailed glossary, Excel and mathematical formulas, area and volume formulas, metric/standard conversions, and boiler man-hour tables. Industrial Process Plant Construction Estimating and Man-Hour Analysis aids industrial project managers, estimators, and engineers with the level of detail and practical utility for today's industrial operations and is an ideal resource for those involved in engineering, technology, or construction estimation. Identify quantity differences with the comparison method and eliminate impacts between proposed and previously installed equipment Understand how to implement statistical and estimating methods, scopes of work, man-hour tables and estimate sheets to produce direct craft man-hour estimates, RFPs, and field change orders Set up and utilize Excel templates to automate statistical functions that will perform mathematical applications key to process plant construction

A guide to Microsoft Excel provides illustrated, step-by-step instructions for such tasks as creating formulas, performing calculations, sorting and filtering data, and creating charts. A valuable reference for understanding operational risk Operational Risk with Excel and VBA is a practical guide that only discusses statistical methods that have been shown to work in an operational risk management context. It brings together a wide variety of statistical methods and models that have proven their worth, and contains a concise treatment of the topic. This

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book provides readers with clear explanations, relevant information, and comprehensive examples of statistical methods for operational risk management in the real world. Nigel Da Costa Lewis (Stamford, CT) is president and CEO of StatMetrics, a quantitative research boutique. He received his PhD from Cambridge University.

Fifteen years ago Trudy Banta and her colleagues surveyed thenational landscape for the campus examples that were published inthe classic work *Assessment in Practice*. Since then, significantadvances have occurred, including the use of technology to organizeand manage the assessment process and increased reliance onassessment findings to make key decisions aimed at enhancingstudent learning. Trudy Banta, Elizabeth Jones, and Karen Blackoffer 49 detailed current examples of good practice in planning,implementing, and sustaining assessment that are practical andready to apply in new settings. This important resource can helpeducators put in place an effective process for determining whatworks and which improvements will have the most impact in improvingcurriculum, methods of instruction, and student services on collegeand university campuses. "Institutional researchers, accreditation committee members,faculty, and all the rest of us working to assess student learningwill be inspired by the examples of good practices set in ascholarly context by Banta, Jones, and Black." —Randy L.Swing, executive director, Association for InstitutionalResearch "The authors' long and deep experience in assessment hasinformed this wonderful resource, which combines overarchingprinciples of effective assessment with concrete case studies drawnfrom diverse institutions. Readers will learn how to go beyondusing standardized test scores as the sole measure of learning, howto establish classroom-based assessment, how to use multipleassessment data for improvement, and how to get faculty involved inthe process."

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—Barbara E. Walvoord, author, *Effective Grading and Assessment Clear and Simple* "Higher education's preeminent assessment scholars have done it again, responding to growing requests for assessment models and examples of good practice with an extensive array of meaningful, practical profiles. No matter what your institution's mission, and no matter where you are in the assessment process, you will find a wealth of ideas here." —Linda Suskie, author, *Assessing Student Learning: A Common Sense Guide*

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

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range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other features. Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word, Access, and Outlook. You can either browse through the book or read it from cover to cover, studying the procedures and scripts to learn more about Excel. However you use it, Excel Hacks will help you increase productivity and give you hours of "hacking" enjoyment along the way.

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.

Fulfil your workplace potential with this indispensable handbook. Written by a team of experts, Business Skills All-in-One For Dummies is your complete guide to perfecting your communication, management and organizational skills. Inside you'll find simple techniques for improving your performance at work - everything from presentation skills, project management, persuading and influencing people, motivating (yourself and others!), managing your workload, managing a team and much more. No other book offers you this much in one volume. It's like

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having a whole team of business, communication and management experts sitting on your bookshelf...but much less crowded! Inside you'll find 4 books in 1: Book I: Communicating Effectively (covering communication, presentations, body language, confidence, persuasion & influence) Book II: Building Your Commercial Acumen (covering accounting and budgeting, technology, selling, negotiation) Book III: Managing and Leading Others (recruiting, working in teams and groups, dealing with ethics and office politics, coaching, leadership) Book IV: Increasing Productivity and Performance (time management, project management, achieving goals, motivation, managing stress, organising time, managing meetings and dealing with emails).

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