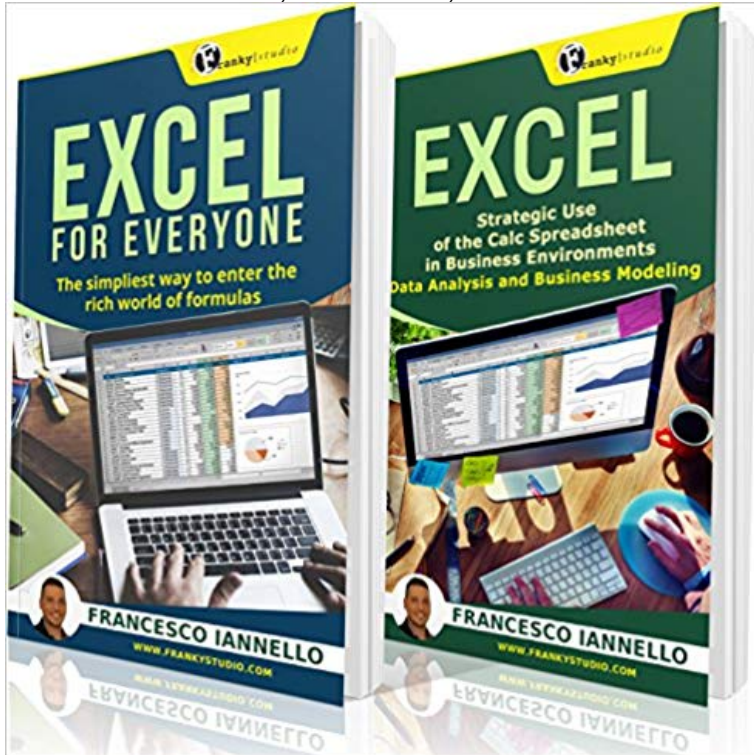


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Contents Chapter 1: Understanding Excel Chapter 2: Primary Interactions with Excel Chapter 3: Sorting and Filtering Data Chapter 4: All about Formulas and Functions Chapter 5: Sharing Your Work Chapter 6: Error Messages and Bonus Tips And more Excel: 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 dont 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 programs extensive filter function. Contents Chapter 1: Data Validation Functioning Chapter 2: Conditional Formulas Chapter 3: Matrixal Functions Chapter 4: Vertical Lookup/Horizontal Lookup Chapter 5: Management of the Name Box Chapter 6: Filters Chapter 7: Pivot Tables Chapter 8: Make the Most of Macros Chapter 9: Modeling Management Chapter 10: Power View Take action before price raises!

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