



Head First Excel A Learners Guide To Spreadsheets

Léo Pomar



Head First Excel A Learners Guide To Spreadsheets:

Head First Excel Michael Milton, 2010-03-18 A brain friendly guide to Excel *Head First Excel* Michael Milton, 2010-03-11 Do you use Excel for simple lists but get confused and frustrated when it comes to actually doing something useful with all that data Stop tearing your hair out Head First Excel helps you painlessly move from spreadsheet dabbler to savvy user Whether you re completely new to Excel or an experienced user looking to make the program work better for you this book will help you incorporate Excel into every aspect of your workflow from a scratch pad for data based brainstorming to exploratory analysis with PivotTables optimizing outcomes with Goal Seek and presenting your conclusions with sophisticated data visualizations Organize and clearly present information in a spreadsheet Make calculations across a number of worksheets Change your point of view with sorting zooming and filtering Manipulate numerical data to extract and use just what you need Leverage Excel as a grid based layout program Write formulas for optimal functionality Nest formulas for more complex operations Create sophisticated data visualizations with charts and graphs Use Goal Seek to optimize possible outcomes based on different assumptions Create summaries from large data sets for exploratory data analysis with PivotTables We think your time is too valuable to waste struggling with new concepts Using the latest research in cognitive science and learning theory to craft a multi sensory learning experience Head First Excel uses a visually rich format designed for the way your brain works rather than a text heavy approach that will put you to sleep 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 Data Analysis** Michael Milton, 2009-07-17 Today interpreting data is a critical decision making factor for businesses and organizations If your job requires you to manage and analyze all kinds of data turn to Head First Data Analysis where you ll quickly learn how to collect and organize data sort the distractions from the truth find meaningful patterns draw conclusions predict the future and present your findings to others Whether you re a product developer researching the market viability of a new product or service a marketing manager gauging or predicting the effectiveness of a campaign a salesperson who needs data to support product presentations or a lone entrepreneur responsible for all of these data intensive functions and more the unique approach in Head First Data Analysis is by far the most efficient way to learn what you need to know to convert raw data into a vital business tool You ll

learn how to Determine which data sources to use for collecting information Assess data quality and distinguish signal from noise Build basic data models to illuminate patterns and assimilate new information into the models Cope with ambiguous information Design experiments to test hypotheses and draw conclusions Use segmentation to organize your data within discrete market groups Visualize data distributions to reveal new relationships and persuade others Predict the future with sampling and probability models Clean your data to make it useful Communicate the results of your analysis to your audience Using the latest research in cognitive science and learning theory to craft a multi sensory learning experience

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