

excel for accounting course

Excel for Accounting Course: Master Spreadsheet Software for Financial Success

Introduction:

Are you ready to transform your accounting skills and unlock a world of efficiency and accuracy? In today's digital age, mastering Excel is no longer a luxury; it's a necessity for anyone working in accounting, finance, or related fields. This comprehensive guide will delve into why an Excel for accounting course is crucial for your career advancement, explore the key skills you'll learn, and outline exactly what to expect from a high-quality program. We'll cover everything from basic functions to advanced techniques, ensuring you're equipped to handle any financial challenge with confidence. This isn't just another run-of-the-mill blog post; it's your roadmap to mastering Excel for accounting and achieving financial success.

I. Why is an Excel for Accounting Course Essential?

The accounting profession is rapidly evolving, demanding proficiency in advanced software and analytical tools. While traditional accounting methods still hold value, integrating Excel into your workflow dramatically improves efficiency and accuracy. An Excel for accounting course provides a structured learning path, equipping you with the specific skills needed to:

Automate repetitive tasks: Say goodbye to manual data entry and tedious calculations. Learn to use Excel's powerful functions to automate routine tasks, freeing up valuable time for more strategic work.

Improve accuracy: Reduce human error significantly. Excel's formulas and functions minimize the risk of manual calculation mistakes, ensuring greater accuracy in financial reporting.

Enhance analysis capabilities: Go beyond basic bookkeeping. Learn to use Excel for insightful data analysis, creating charts, graphs, and pivot tables to visualize financial trends and make informed business decisions.

Increase productivity: Streamline your workflow, complete tasks faster, and achieve greater output with the skills you'll gain.

Boost your career prospects: Demonstrating proficiency in Excel is a highly sought-after skill in the accounting job market, increasing your employability and earning potential.

Gain a competitive edge: In a competitive landscape, mastering Excel gives you a significant advantage over colleagues and peers who lack this crucial skill.

II. Key Skills Covered in a Comprehensive Excel for Accounting Course

A truly effective Excel for accounting course goes beyond the basics. Here's what you should expect to learn:

Spreadsheet Fundamentals: Mastering cell referencing, formatting, data entry, and basic formulas.

Essential Formulas and Functions: Gain proficiency in using SUM, AVERAGE, COUNT, IF,

VLOOKUP, HLOOKUP, and other crucial functions for accounting tasks.

Data Validation: Learn how to enforce data integrity and prevent errors by using data validation techniques.

Pivot Tables and Pivot Charts: Unlock the power of data analysis by creating dynamic pivot tables and charts to visualize financial trends and insights.

Macros and VBA (Optional, but highly beneficial): For advanced users, learning to automate complex tasks using macros and VBA can significantly boost efficiency.

Financial Modeling: Build financial models to forecast revenue, expenses, and profits. This is a crucial skill for many accounting roles.

Data Analysis and Reporting: Learn to extract meaningful insights from financial data and present your findings in clear and concise reports.

Working with External Data Sources: Import and export data from various sources, such as databases and accounting software.

Advanced Charting Techniques: Create professional-looking charts and graphs to effectively communicate financial information.

III. Choosing the Right Excel for Accounting Course

Not all Excel for accounting courses are created equal. When choosing a course, consider the following factors:

Curriculum: Ensure the curriculum covers all the essential skills mentioned above.

Instructor Expertise: Look for instructors with proven accounting and Excel expertise.

Hands-on Practice: A course should include ample opportunities for hands-on practice and real-world application.

Learning Style: Choose a course format (online, in-person, self-paced) that suits your learning style.

Support and Resources: Look for courses that offer ongoing support and access to additional resources.

Reviews and Testimonials: Check online reviews and testimonials to gauge the quality of the course.

IV. A Sample Course Outline: "Excel for Accounting Mastery"

Course Name: Excel for Accounting Mastery

Course Outline:

Introduction: Welcome and Course Overview; Setting up your Excel environment; Basic navigation and interface.

Chapter 1: Foundations of Excel for Accounting: Data entry and formatting; Cell referencing; Basic formulas (SUM, AVERAGE, COUNT, etc.); Working with ranges and cells.

Chapter 2: Essential Functions for Accountants: IF function; VLOOKUP and HLOOKUP; Nested functions; Data validation; Error handling.

Chapter 3: Data Analysis and Reporting: Creating pivot tables and pivot charts; Analyzing financial data; Generating reports and visualizations.

Chapter 4: Advanced Techniques: Financial modeling; Macros and VBA (introductory level); Working with external data sources; Advanced charting techniques.

Chapter 5: Case Studies and Real-World Applications: Applying learned skills to realistic accounting scenarios; Building a comprehensive financial model.

Conclusion: Review and Q&A; Next steps and continued learning resources.

V. Detailed Explanation of the Course Outline Points:

Each chapter in the "Excel for Accounting Mastery" course builds upon the previous one, ensuring a solid foundation in Excel for accounting applications. Chapter 1 lays the groundwork with basic spreadsheet functionality. Chapter 2 introduces essential functions critical for various accounting tasks such as calculating balances, managing conditional logic, and looking up data. Chapter 3 focuses on extracting meaningful insights from data through dynamic pivot tables and charts, enabling better data-driven decision-making. Chapter 4 delves into advanced skills like financial modeling and automation with macros (at an introductory level). Finally, Chapter 5 applies all the learned concepts through real-world accounting scenarios and case studies, solidifying the learning process.

VI. Frequently Asked Questions (FAQs)

1. Is this course suitable for beginners? Yes, the course starts with the basics and progressively moves to more advanced topics.
2. What software do I need? Microsoft Excel (any recent version).
3. How long does the course take to complete? The duration varies depending on your pace, but a structured approach allows completion within a set timeframe (specified in course details).
4. What kind of support is offered? Access to instructors through email, forums, or live sessions (depending on the course format).
5. What if I get stuck? The course will provide numerous support options, including videos, tutorials, and interactive Q&A sessions.
6. Is there a certificate of completion? Yes, upon successful completion, a certificate will be awarded.
7. Can I access the course materials anytime? Yes, most online courses offer 24/7 access to the learning materials.
8. What if I have prior Excel experience? You can always skip the initial chapters and jump to more advanced topics.
9. What are the career benefits of this course? Increased efficiency, improved accuracy, higher earning potential, and enhanced career prospects.

VII. Related Articles:

1. "10 Essential Excel Formulas for Accountants": A quick guide to the most important Excel formulas used in accounting.

2. "Mastering Pivot Tables for Financial Analysis": A detailed tutorial on using pivot tables to analyze financial data.
3. "Excel VBA for Accountants: Automating Your Workflow": An introduction to automating accounting tasks using VBA.
4. "Creating Professional Financial Reports in Excel": Tips and techniques for creating visually appealing and informative financial reports.
5. "Financial Modeling in Excel: A Step-by-Step Guide": A comprehensive guide to building and using financial models.
6. "Top 5 Excel Add-ins for Accountants": A review of helpful Excel add-ins that can improve your productivity.
7. "Data Visualization Best Practices for Financial Reporting": Tips for effectively communicating financial data through visualizations.
8. "How to Import Data from Accounting Software to Excel": A practical guide to importing and exporting data between different systems.
9. "Common Excel Errors and How to Fix Them": A guide to identifying and resolving common Excel errors encountered in accounting.

excel for accounting course: Microsoft Excel for Accounting Katherine T. Smith, L. Murphy Smith, Lawrence C. Smith, 2002 Introduces the fundamental tools and techniques available in Excel. Provides step by step examples and applications.

excel for accounting course: *Excel for Accountants* Conrad Carlberg, 2007 Presents a guide that aims to assist accountants in creating the reports, explanations, and planning documents needed by clients. Provides downloadable example files which are compatible with all versions of Excel from Office 97 through Office 2003, and can also be opened with Excel 12 (in Office 2007).

excel for accounting course: *Excel University* Jeff Lenning, Jeff Lenning Cpa, 2017-03-11 During live CPE training sessions, and through Excel articles featured in magazines such as the Journal of Accountancy and California CPA Magazine, Jeff Lenning, founder of Excel University, Inc., has shown thousands of CPAs and accounting professionals across the country how to use Excel more effectively. Drawing on his experience as an auditor, a financial analyst in industry, an accounting manager at a public company, and a consultant, he has demonstrated how to leverage Excel in order to improve efficiency by reducing the time it takes to complete job tasks. Written to reach those he won't have the opportunity to meet in one of his CPE sessions, Lenning's series, Excel University: Microsoft Excel Training for CPAs and Accounting Professionals, offers a comprehensive collection of the features, functions, and techniques that are of direct benefit to accountants working in industry, public practice, consulting, or not-for-profit. Concentrating on Excel for Windows, his books offer a hands-on approach to learning and include narrative, screenshots, video content, Excel practice files, and exercises that demonstrate the practical application of the items presented in each chapter. Visit <http://www.excel-university.com> to access the Excel University video library and to download the practice files. Features, functions and techniques are presented in a sequential and progressive manner, so the books are best read in order. In Volume 1, the author presents material

and information that will prove useful to every accountant, regardless of the type of work they do. Blown away by the power of Excel, readers are sure to find this series relevant, enlightening, and extremely easy-to-follow.

excel for accounting course: Advanced Excel Reporting for Management Accountants

Neale Blackwood, 2014-04-14 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.

excel for accounting course: Excel University Volume 2 - Featuring Excel 2013 for

Windows Jeff Lenning, Jeff Lenning Cpa, 2013-11-07 Building on the firm foundation established in the first volume, the second installment in the Excel University series continues to explore the Excel features, functions and techniques relevant to accounting and finance professionals. Volume 2 focuses on how to automate recurring-use reports. Amounts in hands-free reports update the instant updated data is inserted into the workbook, for example, when an updated trial balance is pasted into the data sheet. This volume covers the Excel items needed to build and automate reports, including lookups, dynamic headers, mapping tables, error trapping, conditional summing, and date related functions. Excel practice files and solutions videos are available online so you can work hands-on as you read through the content. The skills developed in this volume will help you get your work done in less time.

excel for accounting course: Microsoft Excel for Accounting Katherine T. Smith, L. Murphy

Smith, Lawrence C. Smith, 2003 For Computerized Accounting, Introduction to Management Accounting, and Cost Accounting courses. This text introduces accounting students to the fundamental tools and techniques available in Microsoft Excel spreadsheet software. Completing assignments using Excel enables students to work more efficiently while enhancing their understanding of managerial and cost accounting concepts. The text provides detailed instructions for using Microsoft Excel and applications are presented that pertain to specific managerial and cost accounting topics.

excel for accounting course: Excel Insights MrExcel's Holy Macro! Books, 24 Excel MVPs,

2024-10-01 Unlock the full potential of Excel with advanced tips and techniques covering everything from formulas to VBA. Key Features Advanced Excel features, from custom formatting to dynamic arrays Data analysis and visualization with Power Query and charts Detailed explanation of VBA for task automation and efficiency Book DescriptionDive into the world of advanced Excel techniques designed to elevate your data analysis skills. Start with mastering custom number formatting, efficient data entry, and powerful formulas like INDEX MATCH. Explore Excel's evolving features, including dynamic arrays and new data types, ensuring you stay at the forefront of the latest tools. The course then guides you through creating impactful charts for presentations and advanced filtering techniques. You'll also discover the transformative power of Power Query, allowing you to manipulate and combine data with ease. With chapters on financial modeling and creative Excel model development, you'll learn to solve complex problems and develop innovative solutions. Finally, the course introduces you to VBA, teaching you how to automate tasks and create custom worksheet functions, equipping you with the skills to enhance your workflows. By the end of the course, you'll have a robust understanding of Excel's advanced features, empowering you to handle any data

challenge with confidence and creativity. What you will learn Master custom number formatting Utilize INDEX MATCH effectively Create dynamic arrays Build advanced charts Automate with Power Query Develop VBA functions Who this book is for Ideal for intermediate to advanced Excel users, data analysts, and financial modelers. Readers should have a basic understanding of Excel. Prior experience with Excel formulas, charts, and data management is recommended.

excel for accounting course: M Is for (Data) Monkey Ken Puls, Miguel Escobar, 2015-06-01 Power Query is one component of the Power BI (Business Intelligence) product from Microsoft, and M is the name of the programming language created by it. As more business intelligence pros begin using Power Pivot, they find that they do not have the Excel skills to clean the data in Excel; Power Query solves this problem. This book shows how to use the Power Query tool to get difficult data sets into both Excel and Power Pivot, and is solely devoted to Power Query dashboarding and reporting.

excel for accounting course: Professional Excel Development Rob Bovey, 2009 The definitive guide to developing applications with Microsoft Excel, this book is written by four authors who are Excel MVPs and run their own companies developing Excel-based applications.

excel for accounting course: Computer Accounting Applications, Using Microsoft Excel with a Mouse Roger A. Gee, 1997

excel for accounting course: Excel for Accountants Sikander Sultan, 2017-07-15 Thinking of Mastering Excel 2016 for Accounting Career? Then you have landed in the right place. This book is about spreadsheets, and it has been designed to give users a step by step detailed approach to building professional spreadsheets from first design to well structured completed projects. If you're looking to prepare Management Accounts, Statement of Financial Performance, Statement of Financial Position, Statement of Changes in Equity, Cash Flow statement, Ratio Analysis, Forecasting, Budgeting, Variance Analysis, Investment Analysis, etc using Excel 2016; then this course is a goldmine for you. This book is structured to use as a learning and reference resource, it is written from the perspective of those who want to use the spreadsheet as a basis for analysing financial results, preparation of reports, making a detailed presentation on financial matters to the decision makers. After carefully studying the book and practising what you have learned in this book, you will be able to create financial statements with ease using Excel and also be enlightened about the extended functionalities in Excel 2016. This book is the final part of the series. The following areas will be learned and, one would acquire detailed knowledge after studying this part three of the series: * The basics of VBA Control Centre * How to analyse and create professional excel dashboard * How to use consolidation * How to hyperlink between PowerPoint and Excel * How to generate and analyse 'What If' Model * How to prepare advanced financial reports (Management accounts, income statement, balance sheet, cash flow statement) * How to present business reports and findings to the top management The subject of this book can be seen and used in real life situations, in the preparation of year end accounts, mid-end accounts, monthly management accounts, budgeting, forecasting, trend analysis, transactional analysis, M&A activities, internal and external auditing. All in all, this course is designed to equip you with the necessary Excel skills essentially becoming a professional spreadsheet user within a matter of few days. Master Excel skills to achieve greater work efficiency, surpass your peer group, impress your boss. Get the well-deserved job, bonus increment and pay rise!

excel for accounting course: Excel Bookkeeping and Accounting Moses Carson Bakaluba, 2011-06 Excel is one tool which bookkeepers and accountants can't do without. This edition explains working environment practices and reports automation, and is an excellent addition to any bookkeeping or accounting course.

excel for accounting course: Excel 2016 All-in-One For Dummies Greg Harvey, 2015-11-16 Your one-stop guide to all things Excel 2016 Excel 2016 All-in-One For Dummies, the most comprehensive Excel reference on the market, is completely updated to reflect Microsoft's changes in the popular spreadsheet tool. It offers you everything you need to grasp basic Excel functions, such as creating and editing worksheets, setting up formulas, importing data, performing statistical

functions, editing macros with Visual Basic—and beyond. In no time, your Excel skills will go from 'meh' to excellent. Written by expert Greg Harvey, who has sold more than 4.5 million copies of his previous books combined and has taught and trained extensively in Microsoft Excel, this all-encompassing guide offers everything you need to get started with Excel. From generating pivot tables and performing financial functions to performing error trapping and building and running macros—and everything in between—this hands-on, friendly guide makes working with Excel easier than ever before. Serves as the ideal reference for solving common questions and Excel pain points quickly and easily Helps to increase productivity and efficiency when working in Excel Fully updated for the new version of Excel Covers basic and more advanced Excel topics If working in Excel occasionally makes you want to scream, this will be the dog-eared, dust-free reference you'll turn to again and again.

excel for accounting course: Microsoft Excel 2019 Data Analysis and Business Modeling

Wayne Winston, 2019-03-28 Master business modeling and analysis techniques with Microsoft Excel 2019 and Office 365 and transform data into bottom-line results. Written by award-winning educator Wayne Winston, this hands-on, scenario-focused guide helps you use Excel to ask the right questions and get accurate, actionable answers. New coverage ranges from Power Query/Get & Transform to Office 365 Geography and Stock data types. Practice with more than 800 problems, many based on actual challenges faced by working analysts. Solve real business problems with Excel—and build your competitive advantage: Quickly transition from Excel basics to sophisticated analytics Use PowerQuery or Get & Transform to connect, combine, and refine data sources Leverage Office 365's new Geography and Stock data types and six new functions Illuminate insights from geographic and temporal data with 3D Maps Summarize data with pivot tables, descriptive statistics, histograms, and Pareto charts Use Excel trend curves, multiple regression, and exponential smoothing Delve into key financial, statistical, and time functions Master all of Excel's great charts Quickly create forecasts from historical time-based data Use Solver to optimize product mix, logistics, work schedules, and investments—and even rate sports teams Run Monte Carlo simulations on stock prices and bidding models Learn about basic probability and Bayes' Theorem Use the Data Model and Power Pivot to effectively build and use relational data sources inside an Excel workbook Automate repetitive analytics tasks by using macros

excel for accounting course: Building Financial Models with Microsoft Excel K. Scott

Proctor, 2009-11-25 A proven guide to building financial models from scratch The Second Edition of Building Financial Models with Microsoft Excel + CD-ROM provides beginning and intermediate level computer users with step-by-step instructions on building financial models using Microsoft Excel 2007—the most popular spreadsheet program available. The accompanying CD-ROM contains Excel worksheets that track the course of the book and allow you to build your own financial models. This comprehensive resource also covers important topics such as the concepts of valuation, sensitivity analysis, and contribution margin. Offers accessible guidance on building financial models using Excel 2007 Illustrates how to integrate financial statements such as the balance sheet, income statement, and statement of cash flows Covers the basics of building and using a Capitalization Table Discusses how to best present a financial model Incorporating financial models into business decisions has become an essential element of good business practice, and this book will show you how to excel at this endeavor.

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excel for accounting course: Excel 2016 Bible John Walkenbach, 2015-10-09 The complete guide to Excel 2016, from Mr. Spreadsheet himself Whether you are just starting out or an Excel novice, the Excel 2016 Bible is your comprehensive, go-to guide for all your Excel 2016 needs.

Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2016's new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2016 Bible has you covered with complete coverage and clear expert guidance.

excel for accounting course: An Excel Companion for an Introductory Statistics Course in Social and Behavioral Sciences Alejandro A Lazarte, 2020-07-21 An Excel Companion for an Introductory Statistics Course in Social and Behavioral Sciences introduces students to the use of Excel to perform basic and intermediate data analyses that are common in the social and behavioral sciences. The companion focuses on using Excel to perform the types of analyses covered in most textbooks within the discipline. The book covers computations of descriptive statistics, hypothesis testing for means up to one-way ANOVA, correlation, and simple linear regression. Students learn how to perform summation in Excel, build pivot tables, and create compelling and accurate distribution graphs. Measures of central tendency, variability, and location are covered. Additional chapters explore normal distribution, random numbers, probability distributions, cross tabulations, and more. All Excel computations described in the companion rely on basic Excel functions and the Data Analysis ToolPak add-on that comes with Excel. Highly practical and accessible, An Excel Companion for an Introductory Statistics Course in Social and Behavioral Sciences is an ideal supplementary text for introductory statistics courses.

excel for accounting course: The Farmer's Office Julia Shanks, 2016-09-01 A practical, how-to guide for farmers who want to achieve and maintain financial sustainability in their businesses When you decided to become a farmer, you also became an entrepreneur and business person. In order to be ecologically and financially sustainable, you must understand the basics of accounting and bookkeeping, and learn how to manage a growing business. Author Julia Shanks distills years of teaching and business consulting with farmers into this comprehensive, accessible guide. She covers all aspects of launching, running and growing a successful farm business through effective bookkeeping and business management, providing tools to make managerial decisions, apply for a loan or other financing, and offering general business and strategy advice for growing a business. Whether you've been farming for many years or just getting started, The Farmer's Office gives you the tools needed to think like an entrepreneur and thoughtfully manage your business for success.

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problems An add-in workbook with more than twenty custom functions This text does not require any background in programming, so it is suitable for both undergraduate and graduate courses. Moreover, practitioners in science and engineering will find that this guide saves hours of time by enabling them to perform most of their calculations with one familiar spreadsheet package

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excel for accounting course: Beginning Excel, First Edition Barbara Lave, Diane Shingledecker, Julie Romey, Noreen Brown, Mary Schatz, 2020 This is the first edition of a textbook written for a community college introductory course in spreadsheets utilizing Microsoft Excel; second edition available: <https://openoregon.pressbooks.pub/beginningexcel19/>. While the figures shown utilize Excel 2016, the textbook was written to be applicable to other versions of Excel as well. The book introduces new users to the basics of spreadsheets and is appropriate for students in any major who have not used Excel before.

excel for accounting course: Excel 2016 For Dummies Greg Harvey, 2015-10-02 Excel 2016 For Dummies (9781119077015) is now being published as Excel 2016 For Dummies (9781119293439). While this version features an older Dummies cover and design, the content is the same as the new release and should not be considered a different product. Let your Excel skills soar 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 for accounting course: Ask a Manager Alison Green, 2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

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Wayne Winston, 2014-01-15 Master business modeling and analysis techniques with Microsoft Excel 2013, and transform data into bottom-line results. Written by award-winning educator Wayne Winston, this hands-on, scenario-focused guide shows you how to use the latest Excel tools to integrate data from multiple tables—and how to effectively build a relational data source inside an Excel workbook. Solve real business problems with Excel—and sharpen your edge Summarize data with PivotTables and Descriptive Statistics Explore new trends in predictive and prescriptive analytics Use Excel Trend Curves, multiple regression, and exponential smoothing Master advanced Excel functions such as OFFSET and INDIRECT Delve into key financial, statistical, and time functions Make your charts more effective with the Power View tool Tame complex optimization problems with Excel Solver Run Monte Carlo simulations on stock prices and bidding models Apply important modeling tools such as the Inquire add-in

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