

excel for data analysis book

Excel for Data Analysis Book: Your Guide to Mastering Data with Microsoft Excel

Introduction:

Are you drowning in data but lacking the skills to extract meaningful insights? Do spreadsheets feel more like a battlefield than a tool for understanding? Then this is the post for you. We're diving deep into the world of "Excel for data analysis books," exploring what makes a great one, recommending specific titles, and ultimately equipping you with the knowledge to choose the perfect resource for your skill level and data analysis goals. This comprehensive guide will not only review existing books but also help you understand the crucial aspects to look for when selecting your next data analysis companion. We'll cover everything from beginner-friendly introductions to advanced techniques for statistical analysis and data visualization. Get ready to transform your data woes into data wins!

Choosing the Right "Excel for Data Analysis Book": A Buyer's Guide

The market is flooded with books promising to unlock the secrets of Excel for data analysis. But how do you choose the one that's right for you? Consider these key factors:

1. **Your Current Skill Level:** Are you a complete beginner, familiar with basic Excel functions, or already comfortable with intermediate-level analysis? Look for books explicitly targeting your proficiency. Beginner books will focus on foundational concepts, while advanced texts delve into more complex statistical methods and VBA scripting.

1. Your Specific Data Analysis Goals: Are you aiming to create insightful dashboards, perform statistical analyses, build predictive models, or something else entirely? Different books cater to different objectives. Identify your needs before making a purchase.

1. Learning Style: Do you prefer a highly theoretical approach or a hands-on, practical guide? Some books focus heavily on formulas and functions, while others prioritize real-world examples and case studies. Choose a style that suits your learning preferences.

1. Book Structure and Organization: A well-structured book will guide you logically through the learning process. Check for clear chapter headings, concise explanations, and a logical flow of information. Look for books with practice exercises and clear examples.

1. Author Expertise and Credibility: The author's background and experience significantly impact the quality of the book. Choose books written by experienced data analysts, statisticians, or educators with a proven track record.

Recommended "Excel for Data Analysis Book": "Unlocking Data Insights with Excel"

This is a fictional book, created for illustrative purposes, showcasing the ideal structure and content of a high-quality "Excel for data analysis book."

Book Title: Unlocking Data Insights with Excel: From Beginner to Data Pro

Outline:

Introduction: What is data analysis? Why Excel? Setting up your Excel environment.

Chapter 1: Excel Fundamentals for Data Analysis: Data types, importing data, basic formulas (SUM, AVERAGE, COUNT), data cleaning, handling missing values.

Chapter 2: Data Visualization in Excel: Creating charts and graphs (bar charts, line graphs, pie charts, scatter plots), customizing chart elements, choosing appropriate visualizations.

Chapter 3: Intermediate Excel Functions for Data Analysis: VLOOKUP, HLOOKUP, INDEX, MATCH, IF statements, conditional formatting.

Chapter 4: Data Analysis Tools in Excel: Data Analysis Toolpak, descriptive statistics, t-tests, ANOVA, regression analysis.

Chapter 5: Pivot Tables and PivotCharts: Creating and manipulating pivot tables, advanced pivot table features, using pivot charts for data visualization.

Chapter 6: Data Cleaning and Preparation: Identifying and handling outliers, transforming data, creating calculated fields.

Chapter 7: Introduction to VBA for Automation: Basic VBA scripting, automating repetitive tasks, creating custom functions.

Chapter 8: Advanced Data Analysis Techniques: Time series analysis, forecasting, data mining techniques.

Conclusion: Putting it all together, next steps in your data analysis journey, resources for continued learning.

Detailed Explanation of Each Chapter:

Introduction: This chapter sets the stage, defining data analysis and highlighting the benefits of using Excel. It guides readers through setting up their Excel environment for optimal data analysis, covering aspects like installing necessary add-ins and customizing settings.

Chapter 1: This foundational chapter covers the essential building blocks. It explains different data

types, methods for importing data from various sources (CSV, text files, databases), and introduces fundamental formulas and functions crucial for data manipulation. It emphasizes data cleaning, a critical aspect of data analysis, and demonstrates effective strategies for handling missing values.

Chapter 2: Data visualization is key to understanding data. This chapter teaches readers how to create various chart types, customize them for clarity and impact, and select the most appropriate chart for different data types and analytical goals. It stresses the importance of effective visual communication in conveying insights.

Chapter 3: This chapter moves beyond the basics, introducing powerful intermediate functions like VLOOKUP, HLOOKUP, INDEX, MATCH, IF statements, and conditional formatting. These are essential tools for manipulating and analyzing data efficiently and extracting specific information.

Chapter 4: This chapter delves into the Data Analysis Toolpak, a powerful built-in Excel add-in. It covers descriptive statistics, hypothesis testing (t-tests, ANOVA), and regression analysis, equipping readers with statistical tools for deeper analysis.

Chapter 5: Pivot Tables and PivotCharts are transformative tools for summarizing and visualizing large datasets. This chapter provides a comprehensive guide to creating, manipulating, and customizing these powerful features, unlocking insights that would be difficult to obtain manually.

Chapter 6: Data cleaning is often the most time-consuming but crucial step in data analysis. This chapter focuses on identifying and handling outliers, transforming data into suitable formats, and creating calculated fields to derive new insights.

Chapter 7: This chapter provides an introduction to Visual Basic for Applications (VBA), enabling readers to automate repetitive tasks and create custom functions. This empowers users to streamline their workflow and increase efficiency.

Chapter 8: This chapter covers advanced techniques, including time series analysis, forecasting methods, and an introduction to data mining concepts, providing a pathway to more sophisticated

analytical tasks.

Conclusion: This chapter summarizes the key concepts learned throughout the book and provides guidance for continued learning and development. It also offers suggestions for applying the skills acquired to real-world scenarios and points readers toward additional resources for further exploration.

FAQs:

1. What is the best Excel book for absolute beginners? Look for books with a strong focus on fundamentals and clear, step-by-step instructions. Many books explicitly state "beginner" in their title.
1. Which Excel book is best for learning data visualization? Choose books that dedicate substantial chapters to charts, graphs, and best practices for visual communication.
1. Do I need prior programming experience to learn data analysis in Excel? No, basic Excel knowledge is sufficient to begin. Advanced techniques like VBA are optional but beneficial for automation.
1. What kind of data can I analyze with Excel? Excel can handle various data types, from numerical and categorical to textual data. The complexity of analysis depends on your skills and the chosen tools.

1. Are there free online resources to complement an Excel data analysis book? Yes, many free tutorials, courses, and online communities are available to enhance your learning.

1. How much time should I dedicate to learning Excel data analysis? The required time depends on your learning pace and goals. Consistent practice is key to mastering the skills.

1. Can I use Excel for statistical analysis? Yes, Excel offers built-in statistical functions and add-ins like the Data Analysis Toolpak for performing various statistical tests and analyses.

1. What are the limitations of using Excel for data analysis? Excel has limitations with very large datasets and complex statistical models. For extremely large datasets, specialized software might be necessary.

1. Is there a specific version of Excel I need? While newer versions have more advanced features, most books cater to common functions available across various versions.

Related Articles:

1. Mastering Pivot Tables in Excel: A deep dive into the powerful features of Excel's pivot tables.
2. Excel VBA for Data Analysis Automation: Learn how to automate data tasks using VBA scripting.
3. Data Visualization Best Practices in Excel: Tips and tricks for creating effective and insightful charts.
4. Cleaning and Preparing Data for Analysis in Excel: A guide to handling messy data effectively.
5. Advanced Statistical Analysis with Excel: Exploring more complex statistical methods in Excel.
6. Building Interactive Dashboards in Excel: Learn how to create dynamic and engaging dashboards.
7. Excel for Financial Data Analysis: Focusing on applications of Excel in financial analysis.
8. Using Excel for Predictive Modeling: An introduction to predictive modeling techniques using Excel.
9. Comparing Excel to Other Data Analysis Software: A comparison of Excel with other popular data analysis tools.

excel for data analysis book: *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 data analysis book: Advanced Excel for Scientific Data Analysis Robert De Levie, 2004 This guide to Excel focuses on three areas--least squares, Fourier transformation, and digital simulation. It illustrates the techniques with detailed examples, many drawn from the scientific literature. It also includes and describes a number of sample macros and functions to facilitate common data analysis tasks. De Levie is affiliated with Bowdoin College. Annotation : 2004 Book News, Inc., Portland, OR (booknews.com).

excel for data analysis book: Data Analysis Using SQL and Excel Gordon S. Linoff, 2010-09-16 Useful business analysis requires you to effectively transform data into actionable information. This book helps you use SQL and Excel to extract business information from relational databases and use that data to define business dimensions, store transactions about customers, produce results, and more. Each chapter explains when and why to perform a particular type of business analysis in order to obtain useful results, how to design and perform the analysis using SQL and Excel, and what the results should look like.

excel for data analysis book: Excel Data Analysis For Dummies Paul McFedries, 2018-11-13 Take Excel to the next level Excel is the world's leading spreadsheet application. It's a key module in Microsoft Office—the number-one productivity suite—and it is the number-one business intelligence tool. An Excel dashboard report is a visual presentation of critical data and uses gauges, maps, charts, sliders, and other graphical elements to present complex data in an easy-to-understand format. Excel Data Analysis For Dummies explains in depth how to use Excel as a tool for analyzing big data sets. In no time, you'll discover how to mine and analyze critical data in order to make more informed business decisions. Work with external databases, PivotTables, and Pivot Charts Use Excel for statistical and financial functions and data sharing Get familiar with Solver Use the Small Business Finance Manager If you're familiar with Excel but lack a background in the technical aspects of data analysis, this user-friendly book makes it easy to start putting it to use for you.

excel for data analysis book: Data Analysis with Microsoft Excel Kenneth N. Berk, Patrick Carey, 2009 The latest book from Cengage Learning on Data Analysis with Microsoft« ExcelÖ

excel for data analysis book: Excel Data Analysis For Dummies Stephen L. Nelson, E. C. Nelson, 2015-11-30 Want to take the guesswork out of analyzing data? Let Excel do all the work for you! Data collection, management and analysis is the key to making effective business decisions, and if you are like most people, you probably don't take full advantage of Excel's data analysis tools. With Excel Data Analysis For Dummies, 3rd Edition, you'll learn how to leverage Microsoft Excel to take your data analysis to new heights by uncovering what is behind all of those mind-numbing numbers. The beauty of Excel lies in its functionality as a powerful data analysis tool. This easy-to-read guide will show you how to use Excel in conjunction with external databases, how to fully leverage PivotTables and PivotCharts, tips and tricks for using Excel's statistical and financial functions, how to visually present your data so it makes sense, and information about the fancier, more advanced tools for those who have mastered the basics! Once you're up to speed, you can stop worrying about how to make use of all that data you have on your hands and get down to the business of discovering meaningful, actionable insights for your business or organization. Excel is the most popular business intelligence tool in the world, and the newest update - Microsoft Excel 2016 - features even more powerful features for data analysis and visualization. Users can slice and dice their data and create visual presentations that turn otherwise indecipherable reports into easy-to-digest presentations that can quickly and effectively illustrate the key insights you are seeking. Fully updated to cover the latest updates and features of Excel 2016 Learn useful details about statistics, analysis, and visual presentations for your data Features coverage of database and statistics functions, descriptive statistics, inferential statistics, and optimization modeling with Solver Helps anyone who needs insight into how to get things done with data that is unwieldy and difficult to understand With Excel Data Analysis For Dummies, 3rd Edition, you'll soon be quickly and easily performing key analyses that can drive organizational decisions and create competitive advantages.

excel for data analysis book: *Excel Data Analysis* Hector Guerrero, 2018-12-14 This book offers a comprehensive and readable introduction to modern business and data analytics. It is based on the use of Excel, a tool that virtually all students and professionals have access to. The explanations are focused on understanding the techniques and their proper application, and are supplemented by a wealth of in-chapter and end-of-chapter exercises. In addition to the general statistical methods, the book also includes Monte Carlo simulation and optimization. The second edition has been thoroughly revised: new topics, exercises and examples have been added, and the readability has been further improved. The book is primarily intended for students in business, economics and government, as well as professionals, who need a more rigorous introduction to business and data analytics – yet also need to learn the topic quickly and without overly academic explanations.

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excel for data analysis book: Python for Excel Felix Zumstein, 2021-03-04 While Excel remains ubiquitous in the business world, recent Microsoft feedback forums are full of requests to include Python as an Excel scripting language. In fact, it's the top feature requested. What makes this combination so compelling? In this hands-on guide, Felix Zumstein--creator of xlwings, a popular open source package for automating Excel with Python--shows experienced Excel users how to integrate these two worlds efficiently. Excel has added quite a few new capabilities over the past couple of years, but its automation language, VBA, stopped evolving a long time ago. Many Excel power users have already adopted Python for daily automation tasks. This guide gets you started. Use Python without extensive programming knowledge Get started with modern tools, including Jupyter notebooks and Visual Studio code Use pandas to acquire, clean, and analyze data and replace typical Excel calculations Automate tedious tasks like consolidation of Excel workbooks and production of Excel reports Use xlwings to build interactive Excel tools that use Python as a calculation engine Connect Excel to databases and CSV files and fetch data from the internet using Python code Use Python as a single tool to replace VBA, Power Query, and Power Pivot

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Walkenbach, 2018-09-20 The complete guide to Excel 2019 Whether you are just starting out or an Excel novice, the Excel 2019 Bible is your comprehensive, go-to guide for all your Excel 2019 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities 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 2019 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2019's new features and tools Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2019 Bible has you covered with complete coverage and clear expert guidance.

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excel for data analysis book: *Basic Marketing Research* Alvin C. Burns, Ronald F. Bush, 2004-07-01 For undergraduate Marketing Research courses. Best-selling authors Burns and Bush are proud to introduce Basic Marketing Research, the first textbook to utilize EXCEL as a data analysis tool. Each copy includes XL Data Analyst(R), a user-friendly Excel add-in for data analysis. This book is also a first in that it's a streamlined paperback with an orientation that leans more toward how to use marketing research information to make decisions vs. how to be a provider of marketing research information.

excel for data analysis book: *Statistics for Ecologists Using R and Excel* Mark Gardener, 2017-01-16 This is a book about the scientific process and how you apply it to data in ecology. You will learn how to plan for data collection, how to assemble data, how to analyze data and finally how to present the results. The book uses Microsoft Excel and the powerful Open Source R program to carry out data handling as well as producing graphs. Statistical approaches covered include: data exploration; tests for difference - t-test and U-test; correlation - Spearman's rank test and Pearson product-moment; association including Chi-squared tests and goodness of fit; multivariate testing using analysis of variance (ANOVA) and Kruskal-Wallis test; and multiple regression. Key skills taught in this book include: how to plan ecological projects; how to record and assemble your data; how to use R and Excel for data analysis and graphs; how to carry out a wide range of statistical analyses including analysis of variance and regression; how to create professional looking graphs; and how to present your results. New in this edition: a completely revised chapter on graphics including graph types and their uses, Excel Chart Tools, R graphics commands and producing different chart types in Excel and in R; an expanded range of support material online, including; example data, exercises and additional notes & explanations; a new chapter on basic community statistics, biodiversity and similarity; chapter summaries and end-of-chapter exercises. Praise for the first edition: This book is a superb way in for all those looking at how to design investigations and collect data to support their findings. - Sue Townsend, Biodiversity Learning Manager, Field Studies Council [M]akes it easy for the reader to synthesise R and Excel and there is extra help and sample data available on the free companion webpage if needed. I recommended this text to the university library as well as to colleagues at my student workshops on R. Although I initially bought this book when I wanted to discover R I actually also learned new techniques for data manipulation and management in Excel - Mark Edwards, EcoBlogging A must for anyone getting to grips with data analysis using R and excel. - Amazon 5-star review It has been very easy to follow and will be perfect for anyone. - Amazon 5-star review A solid introduction to working with Excel and R. The writing is clear and informative, the book provides plenty of examples and figures so that each string of code in R or step in Excel is understood by the reader. - Goodreads, 4-star review

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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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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

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Brightman, 1999 Harvey Brightman's accessible, easy-to-understand new book focuses on helping readers learn essential statistical concepts and data analysis. In an intuitive and non-mathematical writing style, Brightman uses actual business applications and covers practical insights in business problem solving using Microsoft Excel as the primary computational tool. His clear, to-the-point presentation gives students a 'map' for learning what data analysis techniques to use and when to use them. Brightman presents descriptive and inferential methods in sequential chapters, and introduces probability only as needed and then only on a very limited basis.

excel for data analysis book: Advanced Analytics with Excel 2019 Manisha Nigam, 2020-06-19

Explore different ways and methods to consolidate data, complex analysis, and prediction or forecast based on trends _ KEY FEATURES _ Use the Analysis ToolPak to perform complex Data analysis _ Get well versed with the formulas, functions, and components in Excel _ Handy templates to give you a head start _ Usage of multiple examples to explain the application in a real-world scenario _ Implement macros for your everyday tasks that will help you save your time _ Explore different Charts types for Data visualization _ DESCRIPTION Book explains and simplify the usage of Excel features and functionalities, with the help of examples. It starts with Getting Started with Excel and Performing functions with shortcut keys which will help you in getting started with Excel. Then Formulas and Functions gives an initial understanding of what are operators, formulas, functions, their components. Further Data Visualization with new Charts types, Gantt and Milestone chart, SmartArt and Organization Chart give details on the different chart types available in Excel. In the intermediate section you will learn Get creative with Icons, 3D models, Digital Inking details multiple new and improved features that got introduced to enhance the visual presentation. In the end, Chapters Mail Merge using Excel,

Create Custom Excel Template and Macros in Excel explain the Excel features that help in automating tasks. You will learn how to generate multiple documents automatically with customization, create and use your own templates and use of macros to do repeated task automatically. And at last Chapter Get help for your problem lists few problem statements and their probable solutions with references to the Excel feature or functionality that can be used to resolve the problem.

WHAT WILL YOU LEARN _ Get familiar with the most used advanced Excel formulas and functions for Data analysis _ Learn how to create a Gantt / Timeline / Milestone Chart in Excel _ Use charts for Better Data visualization _ Build organization charts with SmartArt tools in Excel _ Use the Analysis ToolPak & Power Pivots to perform complex Data analysis _ Learn how to link and share workbooks for automatic updates

WHO THIS BOOK IS FOR This book is for professionals from any domain, who are searching for shortcuts & advanced methods to resolve their daily problems.

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excel for data analysis book: Excel Data Analysis Paul McFedries, 2013-07-01

Professional-level coverage and techniques for Excel power users Aimed at Excel power users who appreciate logical, clean explanations of techniques, this visual guide features numerous screenshots and easy-to-follow numbered steps in order to show you how to perform professional-level modeling, charting, data sharing, data access, data slicing, and other functions. You'll find super techniques for getting the most out of Excel's statistical and financial functions, Excel PivotTables and PivotCharts, Excel Solver, and more. Demonstrates how to crunch and analyze Excel data the way the professionals do in an uncluttered, visual style Offers a clear look at power-using the new Excel 2013, the latest version of the world's leading spreadsheet application from Microsoft Expands your Excel knowledge and helps you use Excel data more efficiently Explains how to retrieve data from databases; cut, slice, and pivot data using PivotTables; model data and chart data; and use advanced formulas Explores all features and functions in two-color pages packed with screenshots, numbered steps, and other visual graphics that clearly show you how to accomplish tasks Includes practical examples, tips, and advice to help you get the most out of Excel's features and functions Learn the full power of Excel 2013 with this helpful guide!

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comprehensive and user-friendly detail how to manage, make sense of, explore and share data, giving scientists at all levels the skills they need to maximize the usefulness of their data. Readers will learn how to use Excel to: * Build a dataset – how to handle variables and notes, rearrangements and edits to data. * Check datasets – dealing with typographic errors, data validation and numerical errors. * Make sense of data – including datasets for regression and correlation; summarizing data with averages and variability; and visualizing data with graphs, pivot charts and sparklines. * Explore regression data – finding, highlighting and visualizing correlations. * Explore time-related data – using pivot tables, sparklines and line plots. * Explore association data – creating and visualizing contingency tables. * Explore differences – pivot tables and data visualizations including box-whisker plots. * Share data – methods for exporting and sharing your datasets, summaries and graphs. Alongside the text, Have a Go exercises, Tips and Notes give readers practical experience and highlight important points, and helpful self-assessment exercises and summary tables can be found at the end of each chapter. Supplementary material can also be downloaded on the companion website. Managing Data Using Excel is an essential book for all scientists and students who use data and are seeking to manage data more effectively. It is aimed at scientists at all levels but it is especially useful for university-level research, from undergraduates to postdoctoral researchers.

excel for data analysis book: *Automated Data Analysis Using Excel* Brian D. Bissett, 2020 This new edition includes some key topics relating to the latest version of MS Office, including use of the ribbon, current Excel file types, Dashboard, and basic Sharepoint integration. It shows how to automate operations, such as curve fitting, sorting, filtering, and analyzing data from a variety of sources. The book allows users to analyze data and automate the preparation of custom reports and demonstrates how to assign Excel VBA code to the new Ribbon user interface.

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- Gain an understanding of the basics of data modeling, including tables, relationships, and keys
- Familiarize yourself with star schemas, snowflakes, and common modeling techniques
- Learn the importance of granularity
- Discover how to use multiple fact tables, like sales and purchases, in a complex data model
- Manage calendar-related calculations by using date tables
- Track historical attributes, like previous addresses of customers or manager assignments
- Use snapshots to compute quantity on hand
- Work with multiple currencies in the most efficient way
- Analyze events that have durations, including overlapping durations
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