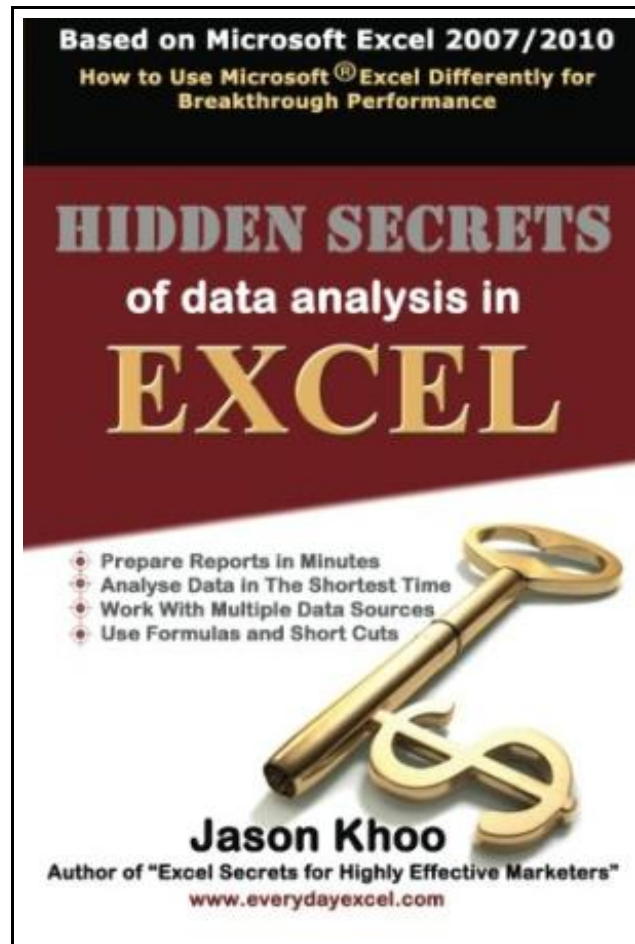


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Createspace, United States, 2011. Paperback. Book Condition: New. 226 x 150 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This book is not designed to teach you all the formulas in Excel, neither is it meant for passing any examinations. The book sets out to help those who would like to save time on their existing Excel tasks. It consists of business case studies intended to introduce key concepts for the effective management of data, analysis of information, and reporting of findings using Microsoft Excel. The case studies will walk you through the entire process of manipulating raw data to reporting and showing you how to use Excel in the various stages of data management. They also illustrate how you can harness the power of formulas beyond their basic purpose. The intention is to lay the foundation for you to explore Excel on your own after you have completed the book. At the end of the day, it would make you less reliant on your IT staff and help you achieve a much quicker turnaround on your tasks, which you previously thought was impossible.

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