

## Training Needs Analysis Template Excel

The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, *Excel 2013: The Missing Manual* shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Evidence based medicine is at the core of modern medicine. It involves the integration of individual clinical expertise with the best available clinical evidence from systematic research and patient's values and expectations. Systematic reviews offer a summary of the best available evidence. They are the most reliable and comprehensive statement about what works. Written by clinical academics from Australia, UK, USA, and Switzerland, this contributed volume introduces the readers to the principles and practice of systematic reviews and meta-analysis. It covers the various steps involved in systematic reviews including development of a focused question and the strategy for conducting a comprehensive literature search, identifying studies addressing the underlying question, assessment of heterogeneity and the risk of bias in the included studies, data extraction, and the approach to meta-analysis. Crucial issues such as selecting the model for meta-analysis, generating and interpreting forest plots, assessing the risk of publication bias, cautions in the interpretation of subgroup and sensitivity analyses, rating certainty of the evidence using GRADE guideline, and standardized reporting of meta-analysis (PRISMA) are covered in detail. Every attempt is made to keep the narrative simple and clear. Mathematical formulae are avoided as much as possible. While the focus of this book is on systematic reviews and meta-analyses of randomised controlled trials (RCTs), the gold standard of clinical research, the essentials of systematic reviews of non-RCTs, diagnostic test accuracy studies, animal studies, individual participant data meta-analysis, and network meta-analysis are also covered. Readers from all faculties of medicine will enjoy this comprehensive and reader friendly book to understand the principles and practice of systematic reviews and meta-

analysis for guiding their clinical practice and research.

- This is the latest practice test to pass the 77-427 Microsoft Excel 2013 Expert Part One Exam. - It contains 70 Questions and Answers. - All the questions are 100% valid and stable. - You can reply on this practice test to pass the exam with a good mark and in the first attempt.

When properly conducted, risk analysis enlightens, informs, and illuminates, helping management organize their thinking into properly prioritized, cost-effective action. Poor analysis, on the other hand, usually results in vague programs with no clear direction and no metrics for measurement. Although there is plenty of information on risk analysis

"SAP R/3 Reporting" shows how to deliver effective reports for every area of the enterprise. It's the first book to focus specifically on SAP R/3 reporting. Curran begins by introducing SAP R/3's key information systems, data resources, and business processes. Next, he reviews specific reports for financials, logistics, HR, asset management, and shows how to build reports that are readable, accurate, and timely. Finally, Curran introduces ActiveSheets, third-party software that streamlines reporting by working through Microsoft Excel. A working ActiveSheets demo is included on CD-ROM.

This book is for anyone seeking a methodical approach to needs assessment. Included are the following tools: worksheets, ready-to-use forms, and templates for planning a course of action. The accompanying disk, packed with job aids, enables you to customize materials for your own use. You'll learn how to: overcome barriers to success; prepare interviews and surveys; accelerate the data-gathering process; identify competencies for effective performance; and develop a long-term performance improvement plan. Whether you're an experienced trainer who's been conducting needs assessments for years, or a supervisor who wants to get to the root of job performance problems, this book provides the necessary tools.

This new edition of Risk Analysis and Security Countermeasure Selection presents updated case studies and introduces existing and new methodologies and technologies for addressing existing and future threats. It covers risk analysis methodologies approved by the U.S. Department of Homeland Security and shows how to apply them to other organizations

Project Managing E-learning provides an essential framework, based on the globally accepted IPECC model, for planning, designing, delivering, managing and evaluating e-learning projects successfully. It focuses on practical, easy-to-understand methods and offers applications of project management principles in the real world. Illustrated by case studies of projects undertaken in business and academia it provides a step-by-step guide and highlights where projects typically fail. Each chapter begins with a definition and conceptualisation of the process, provides examples of how the process steps may vary dependent on organization or project size and discusses the typical problems organisations face when performing steps in the project management process. Covering all of the essentials as well as cutting-edge technology, it guides designers and managers through all stages of implementing and managing a project. Selected themes include: using

focus groups gaining sponsors risk management pedagogical considerations testing quality control how to know when trouble is imminent PM software systems podcasting. The practical framework and sound advice offered in Project Managing E-learning is essential reading for all those who want to successfully implement and manage high quality e-learning in both academic and corporate training settings on time and to budget.

This is the second edition of the best-selling book that shows how to get instructional design done fast and get it done right! If you need a basic understanding of what instructional design is and a hands-on, to-the-point method of ensuring that the training and performance interventions you put into place meet the needs of your staff and your organization, this book is for you. It offers a no-nonsense walk through all the steps in the instructional design process and each step is explained in language that is conversational and easy to understand. This new edition addresses such topics as learning analysis, return on investment, and designing asynchronous and synchronous e-learning, as well as a wealth of illustrative examples of storyboards and professional commentary and case studies from professionals in the field. This book covers the essentials of needs analysis from the emerging trainer's perspective by providing just the right amount of support and knowledge without going too deep into the subject. The topics covered include when and how to do a training needs analysis; using informal and formal analysis techniques; goal, task and population analysis; and how to develop and present a training plan for management approval. Each chapter includes appropriate data gathering tools. The Skilled Trainer series provides practical guidance for those who've had some exposure to training and would like to take their career to the next level.

[Informatique].

Sustainable Development and Innovations in Marine Technologies includes the papers presented at the 18th International Congress of the Maritime Association of the Mediterranean (IMAM 2019, Varna, Bulgaria, 9-11 September 2019). Sustainable Development and Innovations in Marine Technologies includes a wide range of topics: Aquaculture & Fishing; Construction; Defence & Security; Design; Dynamic response of structures; Degradation/ Defects in structures; Electrical equipment of ships; Human factors; Hydrodynamics; Legal/Social aspects; Logistics; Machinery & Control; Marine environmental protection; Materials; Navigation; Noise; Non-linear motions – manoeuvrability; Off-shore and coastal development; Off-shore renewable energy; Port operations; Prime movers; Propulsion; Safety at sea; Safety of Marine Systems; Sea waves; Seakeeping; Shaft & propellers; Ship resistance; Shipyards; Small & pleasure crafts; Stability; Static response of structures; Structures, and Wind loads. The IMAM series of Conferences started in 1978 when the first Congress was organised in Istanbul, Turkey. IMAM 2019 is the eighteenth edition, and in its nearly forty years of history, this biannual event has been organised throughout Europe. Sustainable Development and Innovations in Marine Technologies is essential reading for academics, engineers and all professionals involved in the area of sustainable and innovative marine technologies.

Changing work roles, greater emphasis on individual autonomy, the growing importance of relationships, the complexity of many businesses; all these things call into question the prevailing approach to training needs analysis and evaluation, which still tends to be based on a simple gap analysis between job requirements and an employee's knowledge and skills. Bryan Hopkins's Learning and Performance takes a systemic approach to workplace performance, training needs and the basis on which we can analyse them and evaluate the subsequent training. The author's approach offers a model for HR and training departments that is relevant and sufficiently sophisticated for today's workplaces. As with all his books, Bryan Hopkins combines a complete understanding of learning and organisational theory with pragmatic examples, ensuring a book that will be read and applied in equal measure.

Following the book will enable any trainer to devise a professional training and development programme. Included are all the considerations a trainer needs to be aware of, ranging from skills assessment and learning styles, to relative benefits of on the job and off the job training, and the value of different types of training formats.

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

The National Science Education Standards address not only what students should learn about science but also how their learning should be assessed. How do we know what they know? This accompanying volume to the Standards focuses on a key kind of assessment: the evaluation that occurs regularly in the classroom, by the teacher and his or her students as interacting participants. As students conduct experiments, for example, the teacher circulates around the room and asks individuals about their findings, using the feedback to adjust lessons plans and take other actions to boost learning. Focusing on the teacher as the primary player in assessment, the book offers assessment guidelines and explores how they can be adapted to the individual classroom. It features examples, definitions, illustrative vignettes, and practical suggestions to help teachers obtain the greatest benefit from this daily evaluation and tailoring process. The volume discusses how classroom assessment differs from conventional testing and grading-and how it fits into the larger, comprehensive assessment system.

Performance management is a means of identifying critical dimensions of performance, its planning, review and development. It is a simple and commonsensical way to measure productivity as also to enhance performance and is a critical tool for organizations in today's competitive environment. Organizations are constantly on the lookout for a performance system that is appropriate to their environment and work culture. This book explores the many facets of performance management and how it works. The author defines performance management as a continuous process which consists of defining, planning, analyzing and developing performance through competency building. It focuses on commitment and support building as also recognizing and rewarding

performance and contribution. The author maintains that more than just a method of reviewing performance, a performance management facilitates learning among managers. This system brings about role clarity and resultantly, there is more focus on performance development. It also raises levels of trust, which create better communication, and as a consequence a more transparent and productive organization. A key feature of the book is that it advises organizations to shift their focus from an appraisals only approach to the more holistic framework of performance management. This will ensure growth and development of employee performance. This book is discusses the latest theoretical developments in the field in a jargon free and accessible style. It encompasses critical implementation aspects of performance management and includes a number of chapters which provide insightful information on performance management. It also includes recent experiences of organizations which have incorporated performance management systems in their structure, thus giving the reader a realistic and comprehensive feel of the topic.

Making informed decisions is the essential beginning to any successful development project. Before the project even begins, you can use needs assessment approaches to guide your decisions. This book is filled with practical strategies that can help you define the desired results and select the most appropriate activities for achieving them.

An exploration of the relationship between XML and Office 2003, examining how the various products in the Office suite both produce and consume XML. Beginning with an overview of the XML features included in the various Office 2003 components, it provides guidance on how to import or export information from Office documents into other systems.

Don't simply show your data—tell a story with it! *Storytelling with Data* teaches you the fundamentals of data visualization and how to communicate effectively with data. You'll discover the power of storytelling and the way to make data a pivotal point in your story. The lessons in this illuminative text are grounded in theory, but made accessible through numerous real-world examples—ready for immediate application to your next graph or presentation. Storytelling is not an inherent skill, especially when it comes to data visualization, and the tools at our disposal don't make it any easier. This book demonstrates how to go beyond conventional tools to reach the root of your data, and how to use your data to create an engaging, informative, compelling story. Specifically, you'll learn how to: Understand the importance of context and audience Determine the appropriate type of graph for your situation Recognize and eliminate the clutter clouding your information Direct your audience's attention to the most important parts of your data Think like a designer and utilize concepts of design in data visualization Leverage the power of storytelling to help your message resonate with your audience Together, the lessons in this book will help you turn your data into high impact visual stories that stick with your audience. Rid your world of ineffective graphs, one exploding 3D pie chart at a time. There is a story in your data—*Storytelling with Data* will give you the skills and power to tell it!

*Network Security Evaluation* provides a methodology for conducting technical security evaluations of all the critical components of a target network. The book describes how the methodology evolved and how to define the proper scope of an evaluation, including the consideration of legal issues that may arise during the evaluation. More detailed information is given in later chapters about the

core technical processes that need to occur to ensure a comprehensive understanding of the network's security posture. Ten baseline areas for evaluation are covered in detail. The tools and examples detailed within this book include both Freeware and Commercial tools that provide a detailed analysis of security vulnerabilities on the target network. The book ends with guidance on the creation of customer roadmaps to better security and recommendations on the format and delivery of the final report. \* There is no other book currently on the market that covers the National Security Agency's recommended methodology for conducting technical security evaluations \* The authors are well known in the industry for their work in developing and deploying network security evaluations using the NSA IEM \* The authors also developed the NSA's training class on this methodology

Millions of users create and share Excel spreadsheets every day, but few go deeply enough to learn the techniques that will make their work much easier. There are many ways to take advantage of Excel's advanced capabilities without spending hours on advanced study. Excel Hacks provides more than 130 hacks -- clever tools, tips and techniques -- that will leapfrog your work beyond the ordinary. Now expanded to include Excel 2007, this resourceful, roll-up-your-sleeves guide gives you little known "backdoor" tricks for several Excel versions using different platforms and external applications. Think of this book as a toolbox. When a need arises or a problem occurs, you can simply use the right tool for the job. Hacks are grouped into chapters so you can find what you need quickly, including ways to: Reduce workbook and worksheet frustration -- manage how users interact with worksheets, find and highlight information, and deal with debris and corruption. Analyze and manage data -- extend and automate these features, moving beyond the limited tasks they were designed to perform. Hack names -- learn not only how to name cells and ranges, but also how to create names that adapt to the data in your spreadsheet. Get the most out of PivotTables -- avoid the problems that make them frustrating and learn how to extend them. Create customized charts -- tweak and combine Excel's built-in charting capabilities. Hack formulas and functions -- subjects range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other features. Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word, Access, and Outlook. You can either browse through the book or read it from cover to cover, studying the procedures and scripts to learn more about Excel. However you use it, Excel Hacks will help you increase productivity and give you hours of "hacking" enjoyment along the way.

From marketing and sales to budgets, staffing, and clientele issues, The Business of Personal Training walks you through the business-based side of personal training while teaching you the valuable skills you'll need to start, build, and grow your business.

Professional Training and Assessment McGraw-Hill Education Australia

An eBook is available for this title. [Click here to buy now.](#) Professional Training and Assessment is a complete learning package for Diploma of Vocational Education and Training and Diploma of Training Design and Development in the TAE10 Training and Education Training Package. This text follows on from the popular Vocational Training and Assessment text and is written by the same expert author team. This text is ideal for students looking to upgrade their qualifications from Certificate IV to Diploma level.

Offers a practical guide for improving schools dramatically that will enable all students from all backgrounds to achieve at high levels. Includes assessment forms, an index, and a DVD.

With the recognition of the integral role of student affairs in student education, and with stakeholders requiring increasing accountability at a time of tight resources, it has become imperative that staff be familiar with and competent in undertaking assessment. This book provides student affairs staff with the grounding they need to integrate assessment into how they design and monitor the programs, services, and activities they create to contribute to students' development. This book is intended both as a text for student affairs and higher education master's programs, and as a practical guide for early career staff who have had little formal preparation in assessment. It can be used for self-study or in professional development workshops. For divisions, departments, or units getting started with assessment, the discussion questions at the end of the chapters can engage staff in the process of developing an effective assessment culture. This book provides a thorough introduction to all aspects of assessment, assuming no prior knowledge, and illustrated throughout with examples of application in student affairs settings. Key elements include:

- Takes into account the latest standards and competencies defined by AAC&U, ACPA, AER, CAS, NASPA, and others
- Introductory and comprehensive
- Provides essential background and theory
- Covers preparation, planning and design
- Describes the full range of assessment methods
- Introduces principles and methods of qualitative and quantitative analysis
- Guidance on using and sharing results
- Addresses cultivating and sustaining a culture of assessment
- Considers ethical and political concerns
- Covers use of technology

Illustrated throughout by examples of practice in student affairs.

Available for the First Time: The Complete Social Entrepreneur's Playbook Covers all three phases of the start-up to scale-up process, developed with reader feedback from "one of the more unusual ebook...experiments of the year" (ThinReads) Wharton professor Ian C. MacMillan and Dr. James Thompson, director of the Wharton Social Entrepreneurship Program, provide a tough-love approach that significantly increases the likelihood of a successful social enterprise launch in the face of the high-uncertainty conditions typically encountered by social entrepreneurs. MacMillan and Thompson used their own systematic framework to publish The Social Entrepreneur's Playbook. To test the market,

they offered the first phase in their start-up method (step 1) as a free ebook. Readers were invited to join The Social Entrepreneur's Advisory Group, and nearly 300 aspiring and active social entrepreneurs shared feedback that helped shape the complete edition of the book, which covers all three steps in the start-up to scale-up process. Based on this crowd-sourced feedback from readers of the free ebook and drawing on the authors' more than 26 years' combined experience developing and studying social enterprises in the field across Africa and in the United States, this new edition provides guidance for each phase:

**Phase One: Pressure Test Your Start-Up Idea.** Based on the free ebook, this expanded section now includes advice on setting revenue and social impact goals, how to navigate the sociopolitical landscape, and how to develop a strong concept statement. In addition, MacMillan and Thompson provide advice on how to identify and test a proposed revenue-generating solution and define and segment your target population.

**Phase Two: Plan Your Social Enterprise.** All new to this edition, this critical phase shows you how to frame and scope the venture, determine what it will take to actually deliver a sustainable enterprise, identify the key assumptions that have been made, and design checkpoints to test those assumptions before making major investments.

**Phase Three: Launch and Scale Your Social Enterprise.** Available for the first time in this edition, you will learn how to effectively launch your enterprise, manage upside potential and downside risk, and strategically scale up. Filled with accessible frameworks and tools, as well as inspiring stories of social entrepreneurs, The Social Entrepreneur's Playbook is a must-read for any aspiring or active social entrepreneur, as well as philanthropists, foundations, and nonprofits interested in doing more good with fewer resources. Includes access to downloadable planning documents, including user-friendly spreadsheets

A guide to the information and practical skills for successful instructional design, revised and updated The updated eighth edition of *Designing Effective Instruction* offers educators an essential guide for designing effective and efficient instruction that is exciting and interesting. The flexible model presented is based on research from many different disciplines. The authors—noted experts on the topic—draw on recent research that incorporates both behavioral and cognitive approaches into the model. The eighth edition highlights the fundamentals of instructional design that can help students develop a solid foundation in the design process. These basic skills can be adapted to a wide variety of settings, such as multimedia, classroom, business, health care, higher education, and distance-education instruction. This new edition has been revised to include information on the most recent research and trends. The book also contains a new section on the topic of lean instructional design. This new section discusses strategies to reduce time and resources for each step of the process. This important guide:

- Offers a review of the basic skills needed to create effective instruction
- Includes various features to stimulate thinking and provides additional explanations
- Provides a real-world scenario in every chapter
- Presents exercises to test skills and knowledge
- Contains a quality management section to help conduct a

quick quality check of the design project Written for instructional designers in business, military, medical, and government settings as well as to those in higher education and P–12 classrooms, *Designing Effective Instruction* is the proven resource for designing quality instruction that can motivate participants.

*Make Every Step Count on Your Leadership Journey* How did American Military leaders in the brutal POW camps of North Vietnam inspire their followers for six, seven, or eight years to remain committed to the mission, resist a cruel enemy, and return home with honor? What leadership principles engendered such extreme devotion, perseverance, and teamwork? In this powerful and practical book, Lee Ellis, a former Air Force pilot, candidly talks about his five and a half years of captivity and the fourteen key leadership principles behind this amazing story. As a successful executive coach and corporate consultant, he helps leaders of Fortune 500 companies, healthcare executives, small business owners, and entrepreneurs utilize these same pressure-tested principles to increase their personal and organizational success. In *Leading with Honor: Leadership Lessons from the Hanoi Hilton*, you will learn: - an approximately 250-word description of the book as you'd like to see posted online, keeping in mind that this should be enticing to consumers ? ? ? Courageous lessons from POW leaders facing torture in the crucible of captivity. How successful teams are applying these same lessons and principles. How to implement these lessons using the Coaching sessions provided in each chapter. In the book's Foreword, Senator John McCain states, "In *Leading with Honor*, Lee draws from the POW experience, including some of his own personal story, to illustrate the crucial impact of leadership on the success of any organization. He highlights lessons and principles that can be applied to every leadership situation." This book is ideal for individual or group study as a personal development, coaching, human resource development, or executive training resource.

Anyone who's just starting out, graduating, moving out of your parent's home for the first time or are transitioning from dependence on parents (or others) to independence will find this book valuable and insightful. It's designed to help you develop the plans needed to achieve your dreams. This book, *One for Me, Two for Me: A Practical Girl's Guide to Saving Money, Living Better, and Thriving*, provides a framework for planning and developing personal and career goals, dealing with change, taking care of yourself, and taking control of your finances. The insights and tools are simple and easy to use and designed to be thought-provoking and interactive, with exercises designed to reinforce your understanding of who you are and what you want your life to be. Included are practical insights and exercises to help you: get to know yourself better, identify your goals, plan your next career move, write your job description, start or improve your investment/savings strategy, deal with and manage change, and develop plans to address home and family issues. Implement a systematic approach to learning that meets the needs of your organisation and delivers tangible business results.

The bestselling guide for school leaders—updated in a new edition Data-driven instruction is the philosophy that schools should focus on two simple questions: how do you know if are students learning? And when they are not, what do you do about it? Driven by Data 2.0 is a practical guide that answers these questions to empower schools to achieve significant gains in student achievement. Rooted in a proven framework that has been implemented in thousands of schools, the book presents what makes schools successful along with tools to put the framework into place to make data work for your schools: Assess—set the roadmap for learning Analyze—identify why students struggle Act—teach more effectively what students need Build the culture—train and develop your staff so that data-driven instruction can thrive If you're a K – 12 leader, coach, or teacher looking to implement data-driven instruction in your school district, Driven by Data 2.0 has the tools to train your staff: PD materials, videos of exemplar practice and all the resources you need to achieve remarkable results.

Complete classroom training manuals for Microsoft Excel 2019 for Lawyers. 479 pages and 224 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to effectively use legal templates, legal business functions (such as the Pv and Fv functions) and simple IOLTA management. In addition, you'll receive our complete Excel curriculum. Topics Covered: Getting Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The "File" Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen View 14. Working With Excel File Formats 15. AutoSave Online Workbooks Data Entry 1. Selecting Cells 2. Entering Text into Cells 3. Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop-Down List 6. Flash Fill 7. Selecting Ranges 8. Ranged Data Entry 9. Using AutoFill Creating Formulas 1. Ranged Formula Syntax 2. Simple Formula Syntax 3. Writing Formulas 4. Using AutoSum 5. Inserting Functions 6. Editing a Range 7. Formula AutoCorrect 8. AutoCalculate 9. Function Compatibility Copying & Pasting Formulas 1. Relative References and Absolute References 2. Cutting, Copying, and Pasting Data 3. AutoFilling Cells 4. The Undo Button 5. The Redo Button Columns & Rows 1. Selecting Columns & Rows 2. Adjusting Column Width and Row Height 3. Hiding and Unhiding Columns and Rows 4. Inserting and Deleting Columns and Rows Formatting Worksheets 1. Formatting Cells 2. The Format Cells Dialog Box 3. Clearing All Formatting from Cells 4. Copying All Formatting from Cells to Another Area Worksheet Tools 1. Inserting and Deleting

Worksheets 2. Selecting Multiple Worksheets 3. Navigating Worksheets 4. Renaming Worksheets 5. Coloring Worksheet Tabs 6. Copying or Moving Worksheets Setting Worksheet Layout 1. Using Page Break Preview 2. Using the Page Layout View 3. Opening The Page Setup Dialog Box 4. Page Settings 5. Setting Margins 6. Creating Headers and Footers 7. Sheet Settings Printing Spreadsheets 1. Previewing and Printing Worksheets Helping Yourself 1. Using Excel Help 2. The Tell Me Bar 3. Smart Lookup Creating 3D Formulas 1. Creating 3D Formulas 2. 3D Formula Syntax 3. Creating 3D Range References Named Ranges 1. Naming Ranges 2. Creating Names from Headings 3. Moving to a Named Range 4. Using Named Ranges in Formulas 5. Naming 3D Ranges 6. Deleting Named Ranges Conditional Formatting and Cell Styles 1. Conditional Formatting 2. Finding Cells with Conditional Formatting 3. Clearing Conditional Formatting 4. Using Table and Cell Styles Paste Special 1. Using Paste Special 2. Pasting Links Sharing Workbooks 1. About Co-authoring and Sharing Workbooks 2. Co-authoring Workbooks 3. Adding Shared Workbook Buttons in Excel 4. Traditional Workbook Sharing 5. Highlighting Changes 6. Reviewing Changes 7. Using Comments and Notes 8. Compare and Merge Workbooks Auditing Worksheets 1. Auditing Worksheets 2. Tracing Precedent and Dependent Cells 3. Tracing Errors 4. Error Checking 5. Using the Watch Window 6. Cell Validation Outlining Worksheets 1. Using Outlines 2. Applying and Removing Outlines 3. Applying Subtotals Consolidating Worksheets 1. Consolidating Data Tables 1. Creating a Table 2. Adding an Editing Records 3. Inserting Records and Fields 4. Deleting Records and Fields Sorting Data 1. Sorting Data 2. Custom Sort Orders Filtering Data 1. Using AutoFilters 2. Using the Top 10 AutoFilter 3. Using a Custom AutoFilter 4. Creating Advanced Filters 5. Applying Multiple Criteria 6. Using Complex Criteria 7. Copying Filter Results to a New Location 8. Using Database Functions Using What-If Analysis 1. Using Data Tables 2. Using Scenario Manager 3. Using Goal Seek 4. Forecast Sheets Table-Related Functions 1. The Hlookup and Vlookup Functions 2. Using the IF, AND, and OR Functions 3. The IFS Function Sparklines 1. Inserting and Deleting Sparklines 2. Modifying Sparklines Creating Charts In Excel 1. Creating Charts 2. Selecting Charts and Chart Elements 3. Adding Chart Elements 4. Moving and Resizing Charts 5. Changing the Chart Type 6. Changing the Data Range 7. Switching Column and Row Data 8. Choosing a Chart Layout 9. Choosing a Chart Style 10. Changing Color Schemes 11. Printing Charts 12. Deleting Charts Formatting Charts in Excel 1. Formatting Chart Objects 2. Inserting Objects into a Chart 3. Formatting Axes 4. Formatting Axis Titles 5. Formatting a Chart Title 6. Formatting Data Labels 7. Formatting a Data Table 8. Formatting Error Bars 9. Formatting Gridlines 10. Formatting a Legend 11. Formatting Drop and High-Low Lines 12. Formatting Trendlines 13. Formatting Up/Down Bars 14. Formatting the Chart and Plot Areas 15. Naming Charts 16. Applying Shape Styles 17. Applying WordArt Styles 18. Saving Custom Chart Templates Data Models 1. Creating a Data Model from External Relational Data 2. Creating a Data Model from Excel Tables 3. Enabling Legacy Data Connections

4. Relating Tables in a Data Model 5. Managing a Data Model PivotTables and PivotCharts 1. Creating Recommended PivotTables 2. Manually Creating a PivotTable 3. Creating a PivotChart 4. Manipulating a PivotTable or PivotChart 5. Changing Calculated Value Fields 6. Formatting PivotTables 7. Formatting PivotCharts 8. Setting PivotTable Options 9. Sorting and Filtering Using Field Headers PowerPivot 1. Starting PowerPivot 2. Managing the Data Model 3. Calculated Columns and Fields 4. Measures 5. Creating KPIs 6. Creating and Managing Perspectives 7. PowerPivot PivotTables and PivotCharts 3D Maps 1. Enabling 3D Maps 2. Creating a New 3D Maps Tour 3. Editing a 3D Maps Tour 4. Managing Layers in a 3D Maps Tour 5. Filtering Layers 6. Setting Layer Options 7. Managing Scenes 8. Custom 3D Maps 9. Custom Regions 10. World Map Options 11. Inserting 3D Map Objects 12. Previewing a Scene 13. Playing a 3D Maps Tour 14. Creating a Video of a 3D Maps Tour 15. 3D Maps Options Slicers and Timelines 1. Inserting and Deleting Slicers 2. Modifying Slicers 3. Inserting and Deleting Timelines 4. Modifying Timelines Security Features 1. Unlocking Cells 2. Worksheet Protection 3. Workbook Protection 4. Password Protecting Excel Files Making Macros 1. Recording Macros 2. Running and Deleting Recorded Macros 3. The Personal Macro Workbook Using Online Templates 1. Downloading Online Templates 2. Saving a Template 3. Creating New Workbooks from Saved Templates Legal Templates 1. Chapter Overview 2. Using the Law Firm Financial Analysis Worksheet 3. Using the Law Firm Project Tracker 4. Using the Law Firm Project Plan Legal Business Functions 1. The Pv Function 2. The Fv Function 3. The IRR and XIRR Functions Simple IOLTA Management 1. IOLTA Basics 2. Using Excel for Simple IOLTA Management 3. Using the Simple IOLTA Template

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