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by David H. Ringstrom, Michael Alexander,
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Published by: **John Wiley & Sons, Inc.**, 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

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Published simultaneously in Canada

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Library of Congress Control Number is available from the publisher.

ISBN 978-1-394-34463-5 (pbk); ISBN 978-1-394-34465-9 (ebk); ISBN 978-1-394-34464-2 (ebk)

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Introduction

Welcome to *Microsoft 365 Excel All-in-One For Dummies*! Whether you're just getting started with spreadsheets or you've been crunching numbers for many years, you've made the right choice with this book. Packed with tips, tricks, and real-world examples, it gives you the information you need to harness Excel's power and use the app's features to simplify your work, bring order to chaotic data, and unlock valuable insights.

About This Book

Microsoft 365 Excel All-in-One For Dummies contains the following eight minibooks:

- » **Book 1: Getting Started with Excel** shows you how to get up and moving with Excel. You find out how to create Excel workbook files, populate the workbooks with worksheets, and enter and organize your data on the worksheets. You grasp how to carry out basic calculations, format cells and ranges, and create data tables.
- » **Book 2: Working with Formulas and Functions** gives you a firm grounding in the essentials of formulas and functions, the tools you use to crunch your data. You find out how to use Excel's function tools to save time, how to build array formulas and functions to perform complex calculations across ranges in a single move, and how to fix the errors that tend to creep into formulas.
- » **Book 3: Putting Functions to Work** digs deeper into functions, helping you tap the awesome power of the most widely used categories of functions. You learn to calculate loans, interest, and depreciation; perform mathematical operations ranging from the straightforward to the brain-bending; use date and time functions, such as calculating the number of workdays between two dates; and use functions to clean up, chop up, and otherwise manipulate text.
- » **Book 4: Analyzing Data** launches you on the path to becoming an Excel data analyst. First, you grasp what data analysis consists of, meet tools such as conditional formatting and subtotals, and consolidate data across multiple

worksheets either by position or by category. Next, you get the hang of data tables, the Goal Seek tool, the Scenarios feature, and the complex Solver add-in. After that, it's time to analyze data with Excel's database functions, which let you do everything from retrieving and summing values to calculating the standard deviation or variance of a column.

- » **Book 5: Summarizing, Visualizing, and Illustrating Data** shows you how to use Excel's tools for bringing drab and flat data to colorful, three-dimensional life. You start with charts and then get hands-on experience with the powerful PivotTable feature that enables you to slice, dice, and splice data. After you add the essentials of PivotTables to your toolkit, you find out how to create PivotCharts to present your PivotTable data visually.
- » **Book 6: Reporting and Querying Data** lays out how you can use Excel's reporting and querying tools to transform your raw data into meaningful insights that can guide your company's strategic decisions. First, you meet the Power Pivot feature and learn about the internal data model. Next, you learn advanced PivotTable moves, including how to customize reports, implement slicers, and create calculated columns and calculated measures. After that, you come to grips with using the Power Query tool to import data and transform it into the format you need.
- » **Book 7: Creating Dashboards and Reports** brings you up to speed on creating dashboards and reports to present your Excel data visually and interactively. After establishing the audience, the required data, and the schedule for refreshing that data, you build a super model and lay out the dashboard and report with the charts, tables, and key performance indicators (KPIs) that will deliver its message most effectively. Among the techniques you'll learn are how to use Excel's hidden Camera tool to build a compact but effective dashboard interface and how to create visuals that display performance against a target.
- » **Book 8: Automating Excel with Macros and VBA** gets you started recording macros and writing Visual Basic for Applications (VBA) code in Excel. Recording a macro is a quick and easy way to automate a straightforward action you need to perform over and over again. When you need to automate more complex tasks, you can write custom VBA code in the Visual Basic Editor programming environment that Microsoft includes with Excel.

Within this book, you may note that some web addresses break across two lines of text. If you're reading this book in print and want to visit one of these web pages, simply key in the web address exactly as it's noted in the text, pretending as though the line break doesn't exist. If you're reading this as an e-book, you've got it easy — just click the web address to be taken directly to the web page.

Foolish Assumptions

This book assumes that you're using Excel, most likely on the PC, because Excel for Windows is much more widely used than Excel for Mac. If you're using a Mac, you'll find that many things work the same way, though Excel for Mac is not quite as full-featured as Excel for Windows. In particular, look at Book 1, which includes coverage of essential moves in Excel for Mac.

Icons Used in This Book

This book uses the following icons to flag particularly important or helpful information.



TIP

The Tip icon highlights information that'll help you get your work done more quickly and accurately in Excel.



REMEMBER

The Remember icon marks some basic concept that you'll want to keep tucked away somewhere in your brain.



WARNING

The Warning icon points out places where you should be extra careful — for example, because you risk wiping out your valuable data.



TECHNICAL
STUFF

Sometimes it's helpful to dig a little deeper into how Excel works. The Technical Stuff icon marks paragraphs that contain this kind of in-depth info. When you're focusing on getting things done, feel free to skip over these sections. But when you want to know the *why* behind the *how* of particular moves in Excel, come back and read them.

Beyond the Book

There's a huge amount of information in this book, but be sure to check out the free online Cheat Sheet, which puts key techniques and shortcuts at your fingertips. To find the Cheat Sheet, go to www.dummies.com and type **Microsoft 365 Excel All-in-One For Dummies Cheat Sheet** in the Search box.

We've also provided sample files to help you work through some of the examples in the chapters. To get the sample files, go to www.dummies.com/go/microsoft365excelaiofd.

Where to Go from Here

If you're just getting started with Excel, Book 1 is the place to begin. Turn the page and dig in. If you already work with Excel, you'll probably want to go straight to the topic on which you need help. Use the table of contents or the index to find what you need.

1

Getting Started with Excel

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