



Managing Data with Excel

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Que Publishing, 2004. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Introduction. About Excel. How to Use This Book. I. PITFALLS IN DATA MANAGEMENT. 1. Misusing Excel as a Database Management Tool. Putting Data Management into Context. Overworking Functions. Transposing Rows and Columns. Using Labels Instead of Codes. Handling Variable Numbers of Records per Category. Changing Horses. II. MANAGING DATA INSIDE EXCEL. 2. Excel's Data Management Features. Using the Worksheet Functions: An Overview. Locating Data with OFFSET. Finding Data with INDEX. Finding Data with MATCH. Using MATCH with Other Functions. Using VLOOKUP. Rearranging Data with TRANSPOSE. Getting Data from a Pivot Table: GETPIVOTDATA. Looking Ahead. 3. Excel's Lists, Names, and Filters. Creating Lists. Sorting Lists. Working with Names. Filtering Data with the AutoFilter. Using the Advanced Filter. Looking Ahead. III. MANAGING EXTERNAL DATA FROM INSIDE EXCEL. 4. Importing Data: An Overview. Getting External Data into the Workbook. Importing Data to Pivot Tables. Looking Ahead. 5. Using Microsoft Query. Understanding "Query". Querying Multiple Tables. Joining Parent and Child Records. Using Database Queries. Handling the Data Range. Managing Boolean Fields and Check Boxes. Looking Ahead. 6. Importing Data: Further Considerations. Understanding Pivot Tables. Preparing Data for...



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