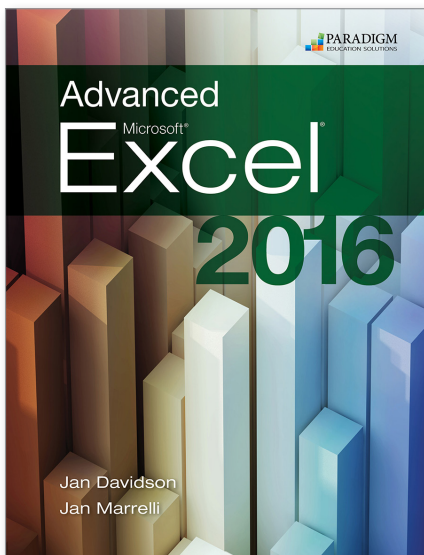


Using Excel to analyze data and solve problems



© 2018 | 864 pages

Advanced Microsoft® Excel 2016 provides in-depth coverage of Excel that supports upper-level business and financial courses. Its comprehensive content is presented in a unique combination of brief introductory text, lists highlighting key information, marginal features, and step-by-step application exercises that give students an opportunity to apply new knowledge as they acquire it.

Students will:

- Build mastery in the skills needed for Microsoft Office Specialist and Expert Certifications for Excel 2016.
- Go even further to plan, define, create, modify, and use spreadsheets that clearly present information and solve specific financial problems.
- Use advanced spreadsheet tools to analyze data and present results in the form of forecasts and visual representations.
- Be challenged with chapter-based assignments that develop and build their portfolios and utilize important critical-thinking skills.



Student Courseware includes a text accompanied by a student eBook and SNAP 2016.

The eBook provides:

- Access to Precheck and Recheck quizzes, video tutorials, and end-of-chapter review and assessments.
- Access to Study Tools such as an online Glossary, Quick Step documents, and chapter-based presentations with audio support.
- Access to chapter-based interactive Concepts Reviews and text-based Skills Reviews, Skills Assessments, and Visual Assessments.
- 24/7 online access at ParadigmEducation.com/eBooks or for offline use through our Paradigm eBooks app!



SNAP 2016 training and assessment system provides:

- Students with real-world experience working directly in the live Microsoft Office applications.
- Rich content, a sophisticated grade book, and robust scheduling and analytics tools.
- Easy access to the student eBook, quizzes, video tutorials, study tools, and review exercises and assessments.
- Automatic scoring and detailed feedback on the program's many exercises and assessments to help identify areas where additional support is needed, evaluating student performance at both the individual and course level.
- Powerful instructor tools, granting instant access to performance metrics and reporting tools so they can focus on teaching.
- LTI capabilities to integrate with popular learning management systems.

Instructor Resources eBook provides:

- Teaching and learning tools for course delivery, assessment, and content management.
- Tools like course-planning guidelines, syllabus models, lesson plans with teaching hints and activities, PowerPoint presentations, model answers and rubrics, exam item banks, and Microsoft Office Specialist and Specialist Expert objectives alignment charts.
- 24/7 online access at ParadigmEducation.com/eBooks or for offline use through our Paradigm eBooks app!

Place your order today!

Phone: 
800-535-6865

Email: @
educate@emcp.com

Online: 
ParadigmEducation.com


PARADIGM
EDUCATION SOLUTIONS

Chapter Features

Chapter 7
Creating Tables and Using Them to Manage Data

Chapter Goal
 To create tables and modify them to effectively organize, manage, and display data.

Learning Objectives

- Organize data by creating tables
- Add and remove table rows and columns
- Name and select a table
- Add calculated columns to a table and disable formula replication
- Add alternative text to a table
- Apply table styles and table style options
- Remove duplicate records
- Separate data using the Text to Columns feature
- Sort data
- Sort data on multiple columns
- Change the sort order
- Filter records
- Create a custom AutoFilter
- Clear filters and turn off AutoFilter
- Use slicers to filter a table
- Modify and remove table styles and formatting
- Convert a table to a range
- Apply advanced filters

On the Job Scenario ProDiagnosics Medical L...

Chapter goals describe the overarching knowledge students master by accomplishing the learning objectives.

Learning objectives define the concepts and skills students demonstrate after successful completion of the chapter.

On the Job Scenarios describe business and financial situations used in tasks throughout the chapter.

Precheck quizzes allow students to check current skills and understanding before starting chapter work.

Model answers show students how their files should look after they complete the assigned tasks.

Tutorials are short, step-by-step videos showing how to use Excel features and tools.

Know This communicate key information in clear, concise bullet points to facilitate easy learning and immediate recall.

Know More provide related information to support Know This content without interrupting the flow of learning.

On the Job Tasks guide students step-by-step through the application of spreadsheet and data analysis skills to solve realistic problems for the business introduced in the On the Job Scenario.

Chapter Summaries highlight the key concepts and Excel features covered by each learning objective.

Features Reviews provide visual references to Excel features and the methods for accessing and applying them.

Recheck quizzes enable students to determine how their understanding has improved after completing chapter work.

Study Tools reinforce understanding of the topics.

Concepts Reviews allow students to test their comprehension and recall of Excel features, terminology, and functions.

Skills Reviews guide students through additional practice of skills covered in the chapter tasks.

Skills Assessments prompt students to apply data analysis and spreadsheet skills to solve new business problems.

Visual Assessments use a combination of brief instruction and visual references to assess students' ability to use Excel tools in solving business problems.

Capstone Challenges test mastery of learning objectives tied to MOS Specialist and Expert objectives.

Integrated Capstone Challenge is a comprehensive, open-ended portfolio assignment that tests mastery of the Excel features and data analysis tools taught throughout the course.

Visual Reference: An Excel Table

Figure 7.1 A Data Range Formatted as a Table, with the Table Tools Design Tab Active

7.1 Organizing Data by Creating Tables

An Excel table is used to organize large quantities of data. A table uses the same structure as a database. Each column, commonly called a **field**, is used about one aspect of data, and each row, commonly called a **record**, is used for one record.

Chapter Summary

- An Excel table is used to organize large quantities of data, and it can be managed separately from other rows and columns in a worksheet. A table uses the same structure as a database and contains columns (or fields) and rows (or records).
- To create a table, select a range, click the Table button in the Tables group on the Insert tab, verify the range, and then click the OK button. Leave at least one blank row or column between a table and other data in the worksheet.
- Once a table has been defined, typing new data immediately below or at the right of the table causes the table to automatically expand using Excel's AutoExpansion feature. When a row or column is removed from or added to a table, the table is resized to include this change.
- A table name is used to reference an entire table. It appears in the Table Name text box and the Name box on the Table Tools Design tab and in the Name Manager dialog box. Giving a table a unique name that is relevant to its contents will help users easily identify it if a workbook contains more than one table.
- Excel assigns a name to each column within a table. Column names are used in a calculated column formula.
- An assistive technology reads aloud the contents of a table in a spreadsheet, along with additional information that is not visible to users. If this alternative text is not visible to users, it can be added to the table using the Accessibility Checker tool.

Features Review

Feature	Ribbon Tab, Group	Button, Option	Keyboard Shortcut
apply advanced filter	Data, Sort & Filter		
clear all filters	Home, Editing		
clear sorts and filters	Data, Sort & Filter		
convert table to range	Table Tools Design, Tools		
create custom sort	Data, Sort & Filter		
create table	Insert, Tables		Ctrl + T
filter records	Data, Sort & Filter		
modify table style	Table Tools Design, Table Styles AND Table Tools Design, Table Style Options		
name table	Table Tools Design, Properties		
remove duplicates	Table Tools Design, Tools		

Contents

- Preparing an Excel Workbook
- Entering Formulas and Inserting Functions
- Applying Formatting to Data
- Inserting Visual Elements and Modifying Page Setup
- Managing Workbooks
- Working with Charts and Hyperlinks
- Creating Tables and Using Them to Manage Data
- Creating Using PivotTables and PivotCharts to Analyze Data
- Using Advanced Formulas and Function
- Using Financial Functions and Analysis Features
- Working with Subtotals, Outlines, Groups, and Advanced Formatting
- Calculating and Analyzing Business Data
- Exporting and Importing Data
- Sharing a Workbook
- Automating Repetitive Tasks and Customizing Excel

