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Formulas and Functions with Microsoft Office Excel 2007

Paul McFedries

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“If you’ve never quite grasped formulas and functions, Paul McFedries will radically expand your understanding and use of Excel. And if you’re already an expert and you’re moving up to Excel 2007, this book will quickly show you features you’ve only dreamed of until now...”
—Thomas ‘Duffbert’ Duff, Duffbert’s Random Musings, http://www.twduff.com

Develop your Microsoft Excel expertise instantly with proven techniques

- Master Excel Ranges
- Create Powerful Arrays
- Troubleshoot Formula Problems
- Validate Worksheet Data
- Perform What-If Analysis
- Model Your Business
- Track Trends and Make
- Forecasts
- Analyze Data
- Find Optimal Solutions
- Build Dynamic Loan
- Schedules

Most Microsoft® Excel users learn only a small percentage of the program’s features. They know they could get more out of Excel if they could just get a leg up on building formulas and using functions. Unfortunately, this side of Excel appears complex and intimidating to the uninitiated—shrouded in the mysteries of mathematics, finance, and impenetrable spreadsheet jargon.
Sound familiar? If you’re a businessperson who needs to use Excel as an everyday part of your job, then you’ve come to the right book. Formulas and Functions with Microsoft® Office Excel 2007 demystifies worksheet formulas and presents the most useful Excel functions in an accessible, jargon-free way. This book not only takes you through Excel’s intermediate and advanced formula-building features, it also tells you why these features are useful to you and shows you how to use them in everyday situations. Throughout the book you’ll find no-nonsense, step-by-step tutorials and lots of practical examples aimed directly at business users.

- Focuses like a laser on the four technologies that you must master to get the most out of Excel: ranges, formulas, functions, and data analysis tools.
- Shuns spreadsheet theory in favor of practical know-how that you can put to use right away.
- Provides numerous real-world examples and techniques to help you learn and understand the importance of each section.

Introduction
1 Getting the Most Out of Ranges
2 Using Range Names
3 Building Basic Formulas
4 Creating Advanced Formulas

5 Troubleshooting Formulas
II Harnessing the Power of Functions
6 Understanding Functions
7 Working with Text Functions
8 Working with Logical and Information Functions
9 Working with Lookup Functions
10 Working with Date and Time Functions
11 Working with Math Functions
12 Working with Statistical Functions
III Building Business Models
13 Analyzing Data with Tables
14 Analyzing Data with PivotTables
15 Using Excel's Business-Modeling Tools
16 Using Regression to Track Trends and Make Forecasts
17 Solving Complex Problems with Solver
IV Building Financial Formulas
18 Building Loan Formulas
19 Building Investment Formulas
20 Building Discount Formulas

Paul McFedries is well-known as a teacher of Windows and Office, particularly Excel, and is the president of Logophilia Limited, a technical writing company. Paul has been working with spreadsheets for more than 20 years and has been developing Excel solutions since the late 1980s. Now primarily a writer, Paul has written more than 50 books that have sold more than three million copies worldwide. These books include Microsoft Office Access 2007 Forms, Reports, and Queries; Tricks of the Microsoft Office 2007 Gurus (all from Que); and Microsoft Windows Vista Unleashed (Sams).

Category Office Productivity Suite
Covers Microsoft Office Excel 2007
User Level Intermediate - Advanced

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