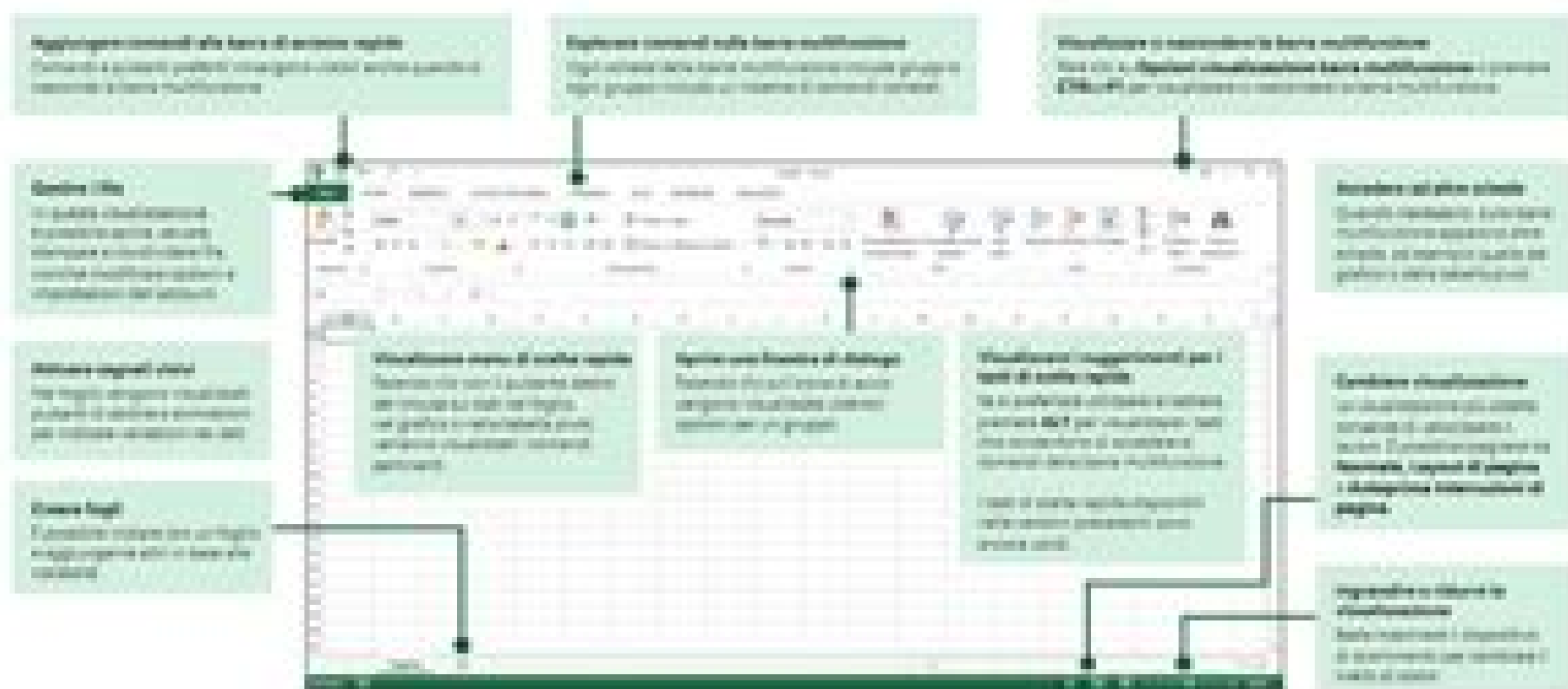


Guida introduttiva

L'aspetto di Microsoft Excel 2013 è molto diverso da quello delle versioni precedenti. Grazie a questa guida appositamente creata è possibile ridurre al minimo la curva di apprendimento.



Guida Excel 2013

Paolo Poli



Guida Excel 2013:

Excel 2013 On Demand Steve Johnson, Perspection Inc., 2013-03-27 Excel 2013 On Demand is built from the ground up for today's beginning to intermediate level Excel user. Like every book in the On Demand Series it teaches visually using an easy friendly full color format designed to show you how instead of telling you how. But that's not all. This book combines step by step training with quick reference material users can rely on long after they've mastered the core skills they need. Provides easy to follow task based coverage of the techniques you'll use most often presenting most tasks in just one or two pages. Offers in depth coverage of all new MOS Microsoft Office Specialist exam objectives so you can use it as a study guide to enhance your job prospects or current career. Provides additional end of chapter workshops plus even more hands on projects online. Includes a complete practical troubleshooting guide. Helps you upgrade by presenting New Feature icons plus a detailed list of new features indexed to the pages where they're covered. Simply put no other book offers beginning to intermediate level Excel users this much simplicity usable content flexibility and value. Excel 2013 Saverio

Rubini, 2013-04-02T00:00:00+02:00 Microsoft Excel 2013 uno strumento potente in grado di rispondere ai bisogni di tutte le categorie professionali. Questo libro condensa in maniera agile e precisa trucchi e suggerimenti per lavorare da subito in modo efficace. Il manuale ideale per chi vuole iniziare a usare Excel senza perdersi tra le migliaia di funzioni e comandi. Si parte dalle basi spostarsi e operare nel foglio di calcolo e modificare i dati per arrivare a formule funzioni diagrammi e grafici. Senza dimenticare le novità introdotte con la versione 2013. **Excel 2013 Pivot Tables** Tim Hill, 2012-10-11 The jargon

associated with Microsoft Excel's pivot tables n dimensional cross tabulations makes them look complex but they're really no more than an easy way to build concise flexible summaries of long lists of raw values. If you're working with hundreds or hundreds of thousands of rows then pivot tables are the best way to look at the same information in different ways. Summarize data on the fly and spot trends and relationships. This handy guide teaches you how to use Excel's most powerful feature to crunch large amounts of data without having to write new formulas copy and paste cells or reorganize rows and columns. You can download the sample workbook to follow along with the author's examples. Create pivot tables from worksheet databases. Rearrange pivot tables by dragging swapping and nesting fields. Customize pivot tables with styles layouts totals and subtotals. Combine numbers dates times or text values into custom groups. Calculate common statistics or create custom formulas. Filter data that you don't want to see. Create and customize pivot charts. Unlink a pivot table from its source data. Control references to pivot table cells. Plenty of tips tricks and timesavers. Fully cross referenced linked and searchable. Contents 1 Pivot Table Basics 2 Nesting Fields 3 Grouping Items 4 Calculations and Custom Formulas 5 Filtering Data 6 Charting Pivot Tables 7 Tricks with Pivot Tables. Excel 2013 espresso For Dummies Wallace

Wang, 2013-10-23T00:00:00+02:00 La nuova versione di Microsoft Office 2013 la celebre suite di programmi per l'ufficio ha introdotto una moltitudine di nuove caratteristiche e funzionalità e anche Microsoft Excel non ne è esente. Per comprendere al

meglio le straordinarie potenzialit di questo programma ed essere pi produttivi sul lavoro questa guida offre gli approfondimenti incentrati esclusivamente su quel che conta davvero *Excel 2013 For Dummies* Greg Harvey,2013-06-10T00:00:00+02:00 Non avete la minima intenzione di dedicare la vostra vita allo studio di Excel ma dovete sfruttarne alcune funzionalit Avete trovato il libro che fa per voi Questa guida interamente aggiornata a Excel 2013 vi spiega come usare il programma dalle basi introducendo passo passo una nuova caratteristica dal creare modificare e stampare un foglio di calcolo fino a presentare i vostri dati in modo piacevole e professionale e molto altro ancora Spostarsi tra gli elementi familiarizzate con il Ribbon la barra di accesso rapido la barra delle Formule e altri elementi di Excel Quelle malefiche formule e funzioni imparate cosa sono e come usarle al meglio Le modifiche scoprite i vari modi per selezionare e formattare le celle scegliere i formati per i numeri e personalizzare i caratteri Manutenzione di base tenete i vostri dati in ordine e i vostri documenti aggiornati Lavorare con i dati create tabelle Pivot e scenari che vi permettano di usare l'analisi di simulazione per le vostre informazioni Un tocco di classe trasformate i vostri dati in grafici dall'aspetto professionale ma semplici da interpretare **Office 2013 On Demand** Steve Johnson,Perspection Inc.,2013-01-17 Normal 0 false false false MicrosoftInternetExplorer4 Need answers quickly Office 2013 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Office Organize information and add impact with online pictures and video SmartArt diagrams tables and charts Word Create great looking documents using themes templates and video Excel Use organizing processing and presenting tools to quickly create data tables and charts PowerPoint Create powerful presentations faster using ready made design templates and themes Access Use full featured templates and application parts to create desktop and web app databases Outlook Use tools for creating and managing your e mail calendar contacts and tasks Publisher Use ready made design templates to quickly create a brochure or a newsletter Office Web Apps View and edit your Office documents in a browser Online Sharing Save open and share Office documents on Skydrive and Office 365 SharePoint from all your devices Prepare for the Microsoft Office Specialist exam Bonus Online Content Register your book at queondemand.com to gain access to Workshops and related files Keyboard shortcuts Visit the author site perspection.com Includes Online Workshops that focus on real world techniques MOS Exam Prep More than 700 of the most essential Office 2013 tasks *Office 2013 For Dummies* Wallace Wang,2013-08-02T00:00:00+02:00 Questa utile guida accompagnar passo passo alla scoperta dei vari componenti della nuova suite 2013 Scrivere i documenti con Word creare fogli di calcolo con Excel preparare presentazioni in PowerPoint gestire le email con Outlook e organizzare i dati con Access in modo facile rapido e alla portata di tutti In questo libro suggerimenti per il lavoro con l'interfaccia Ribbon i modi per migliorare i documenti di Word con modelli e grafiche come creare presentazioni di grande impatto i metodi per elaborare i dati in Excel e per scoprire informazioni chiave dettagli sull'archiviazione dei contatti e degli appuntamenti scorciatoie da tastiera e altri segreti per aumentare la produttivit *Excel*

2010 Pivot Tables Tim Hill, 2011-09-02 The jargon associated with Microsoft Excel's pivot tables n dimensional cross tabulations makes them look complex but they're really no more than an easy way to build concise flexible summaries of long lists of raw values If you're working with hundreds or hundreds of thousands of rows then pivot tables are the best way to look at the same information in different ways summarize data on the fly and spot trends and relationships This handy guide teaches you how to use Excel's most powerful feature to crunch large amounts of data without having to write new formulas copy and paste cells or reorganize rows and columns You can download the sample workbook to follow along with the author's examples Create pivot tables from spreadsheet or database tables Rearrange pivot tables by dragging swapping and nesting fields Customize pivot tables with styles layouts totals and subtotals Combine numbers dates times or text values into custom groups Calculate common statistics or create custom formulas Filter data that you don't want to see Create and customize pivot charts Unlink a pivot table from its source data Control references to pivot table cells Plenty of tips tricks and workarounds Fully cross referenced and indexed Contents1 Pivot Table Basics2 Nesting Fields3 Grouping Items4 Calculations and Custom Formulas5 Filtering Data6 Charting Pivot Tables7 Tricks with Pivot TablesAbout the AuthorTim Hill is a data miner based in Las Vegas Nevada When he's not crunching numbers in SAS Excel R or SQL Tim plays poker hikes canyons and avoids malls

Excel Statistics Neil J. Salkind, 2015-06-11 Ideal for those already familiar with basic Excel features this updated Third Edition of Neil J Salkind's Excel Statistics A Quick Guide shows readers how to utilize Microsoft Excel's functions and Analysis ToolPak to answer simple and complex questions about data Part I explores 35 Excel functions while Part II contains 20 Analysis ToolPak tools To make it easy to see what each function or tool looks like when applied at a glance two page spreads describe each function and its use with corresponding screenshots In addition actual data files used in the examples are readily available online at an open access Student Study Site

Data Literacy David Herzog, 2015-01-29 A practical skill based introduction to data analysis and literacy We are swimming in a world of data and this handy guide will keep you afloat while you learn to make sense of it all In Data Literacy A User's Guide David Herzog a journalist with a decade of experience using data analysis to transform information into captivating storytelling introduces students and professionals to the fundamentals of data literacy a key skill in today's world Assuming the reader has no advanced knowledge of data analysis or statistics this book shows how to create insight from publicly available data through exercises using simple Excel functions Extensively illustrated step by step instructions within a concise yet comprehensive reference will help readers identify obtain evaluate clean analyze and visualize data A concluding chapter introduces more sophisticated data analysis methods and tools including database managers such as Microsoft Access and MySQL and standalone statistical programs such as SPSS SAS and R

Costruire applicazioni con Excel 2013 Mike Davis, 2013-06-18T00:00:00+02:00 Microsoft Excel lo strumento per personal computer pi diffuso e utilizzato nelle imprese e negli studi professionali di qualsiasi dimensione Se ne servono esperti di ingegneria e di finanza come chi muove i primi passi

nel mondo del lavoro Spesso per si utilizzano le funzionalit pi semplici e intuitive rinunciando a ottenere risultati pi interessanti in termini di analisi e gestione dei dati proprio a quelle funzionalit meno conosciute che dedicato questo libro che descrive come utilizzare Excel 2013 per costruire applicazioni gestionali in grado di acquisire dati ed elaborarli in sicurezza Dando per conosciute le tecniche di base il testo accompagna il lettore nell'uso di formule tabelle pivot e modelli di simulazione Si prosegue presentando gli strumenti il linguaggio VBA le macro e gli oggetti di Excel con cui creare applicazioni per elaborare dati dei tipi e delle origini pi vari quali file generati da computer mainframe oppure creati con altri strumenti di Office o individuati nel Web **Programmare in Excel VBA For Dummies** Michael

Alexander,2019-07-04T00:00:00+02:00 Lavorare meglio con la programmazione VBA di Excel Tutto ci di cui avete bisogno per iniziare a programmare in VBA Che desideriate essere pi produttivi automatizzare i compiti pi ripetitivi oppure creare le vostre applicazioni questa guida vi fornisce tutti gli elementi e i concetti essenziali per programmare Excel e per estendere le potenzialit del foglio di calcolo pi famoso al mondo con funzioni personalizzate Informazioni utili e semplici per sviluppare finestre di dialogo personalizzate barre degli strumenti e menu potrete creare applicazioni Excel adatte alle vostre specifiche esigenze **Analisi dei dati con Excel 2013** Paolo Poli,2014-06-20T00:00:00+02:00 Un manuale pratico e compatto

dedicato a chi gi usa Excel ma intende espandere le proprie conoscenze imparando ad analizzare ed elaborare meglio le informazioni contenute nella cartella di lavoro Il libro parte dalle formule e dalle funzioni per l'elaborazione di dati di ogni genere non solo numerici ma anche testuali temporali di ricerca e finanziari Esplora quindi l'uso delle formule per matrici di dati un concetto che consente di creare formule eleganti per sfruttare al massimo i fogli di lavoro Ancora pi importante al giorno d'oggi la possibilit di condividere i dati con le altre applicazioni del pacchetto Office 2013 e con Internet Non mancano le tabelle pivot che consentono di sintetizzare grandi moli di dati per trarne informazioni utili in grado di mostrare sintesi e tendenze Il tutto coadiuvato da numerosi esempi pratici **Statistical Analysis** Conrad Carlberg,Conrad George

Carlberg,2014 Shows how to use Excel 2013 to perform core functions every business professional student and researcher should master **Sustainability in the Design, Synthesis and Analysis of Chemical Engineering Processes** Gerardo Ruiz

Mercado,Heriberto Cabezas,2016-06-09 Sustainability in the Design Synthesis and Analysis of Chemical Engineering Processes is an edited collection of contributions from leaders in their field It takes a holistic view of sustainability in chemical and process engineering design and incorporates economic analysis and human dimensions Ruiz Mercado and Cabezas have brought to this book their experience of researching sustainable process design and life cycle sustainability evaluation to assist with development in government industry and academia This book takes a practical step by step approach to designing sustainable plants and processes by starting from chemical engineering fundamentals This method enables readers to achieve new process design approaches with high influence and less complexity It will also help to incorporate sustainability at the early stages of project life and build up multiple systems level perspectives Ruiz Mercado

and Cabezas book is the only book on the market that looks at process sustainability from a chemical engineering fundamentals perspective Improve plants processes and products with sustainability in mind from conceptual design to life cycle assessment Avoid retro fitting costs by planning for sustainability concerns at the start of the design process Link sustainability to the chemical engineering fundamentals **Excel formule e funzioni For Dummies** Kenn

Bluttman,2014-10-01T00:00:00+02:00 Siete alle prese con valanghe di numeri Mettete in moto la potenza delle formule e funzioni di Excel Non fatevi intimidire da Excel Le sue funzioni e formule sono la sua arma totale e questa guida vi insegnerà a utilizzarle in modo semplice e veloce Scoprirete tutti i segreti delle matrici imparerete a combinare fra loro più funzioni giocherete con le previsioni e le probabilità scoprirete le tendenze insite nei dati imparerete a calcolare entità come gli interessi di un finanziamento e il deprezzamento di un bene e molto altro ancora e formule imparare come si inserisce una formula come includervi una funzione e come scovare e correggere gli errori Eseguire i calcoli calcolare pagamenti tassi di interesse il tempo necessario a estinguere un mutuo e confrontare costi e ricavi La statistica capire cosa sono media mediana e moda e usare le funzioni per calcolare la varianza Predire il futuro previsioni probabilità e previsione delle tendenze Divertirsi con le funzioni trovare i dati con le funzioni di ricerca logiche e di riferimento e trovare le informazioni con la funzione cella

Funzioni di database usare le funzioni di database svolgere ricerche con i criteri ed eseguire calcoli nei database **Excel 2019: formule e analisi dei dati** Paolo Poli,2019-05-20T00:00:00+02:00 Un libro rivolto a tutti coloro che impiegano Excel per le loro attività lavorative che affronta in modo esaustivo l'uso delle funzioni con una grande quantità di esempi pratici utili per sfruttare la ricchissima collezione di operazioni di cui è dotata la nuova versione di Excel Una risorsa preziosa per capire come trasformare i dati grezzi in informazioni utili come da evidenziare punti di forza e punti deboli tendenze rischi e opportunità estraendo dai dati quegli aspetti che rischierebbero di rimanere nascosti Dopo aver approfondito con puntuali esempi pratici l'impiego delle varie categorie di funzioni il libro si concentra su alcuni degli strumenti più avanzati di Excel come le tabelle e i grafici pivot l'analisi di simulazione lo strumento Ricerca obiettivo il Risolutore e tanti altri *Excel per il controllo di gestione e la finanza aziendale* Giovanni Fiore,2024-08-20 Il volume illustra le metodiche utili per l'analisi di impresa sotto il profilo del controllo di gestione e della finanza aziendale attraverso l'utilizzo del foglio elettronico Excel Il filo conduttore di EXCEL PER IL CONTROLLO DI GESTIONE E LA FINANZA AZIENDALE la costruzione di modelli per analizzare i temi attinenti all'economia delle imprese La costruzione dei modelli affronta le seguenti tematiche acquisizione di dati contabili e di bilancio scritture integrative con la tecnica della partita doppia organizzazione del piano dei conti con codici di riclassificazione per diverse tipologie di schemi e periodi sistemi di ricerca e selezione dei dati attraverso l'uso di filtri e per tabelle pivot schemi di riclassificazione del bilancio analisi di bilancio per flussi e per indici schemi di analisi economica per aree strategiche d'affari schemi per preconsuntivi schemi per la formulazione del budget e di piani industriali business plan schemi per la valutazione del capitale economico schemi per il calcolo di credit scoring o rating quantitativo

Accordi di Basilea schemi per la valutazione sulla probabilit di default schemi per l analisi del break even point schemi di supporto per il calcolo delle imposte l analisi degli investimenti i calcoli finanziari i prezzi di prodotto e costi prezzi orari

A Guide to Microsoft Excel 2013 for Scientists and Engineers Bernard Liengme, 2015-03-27 Completely updated guide for students scientists and engineers who want to use Microsoft Excel 2013 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data

PENGANTAR APLIKASI KOMPUTER: CERDAS TANGKAS MENGUASAI MICROSOFT OFFICE - MS POWERPOINT Teddy Marcus Zakaria, Sherly Santiadi, Nisa Deviani, Rafael Cavin Emmanuel Tuasuun, Selamat datang dalam dunia presentasi yang menginspirasi dan memukau dengan buku kami Pengantar Aplikasi Komputer Cerdas Tangkas Menguasai MS Office MS PowerPoint Buku ini adalah panduan komprehensif yang membawa Anda melangkah lebih jauh dalam menguasai Microsoft PowerPoint aplikasi presentasi yang paling digunakan di seluruh dunia Dalam buku ini Anda akan memulai perjalanan Anda dengan memahami dasar dasar PowerPoint dari pembuatan slide hingga pengaturan desain yang menarik Namun buku ini tidak hanya berfokus pada tata letak visual kami membimbing Anda melalui penggunaan animasi yang dinamis integrasi multimedia dan teknik narasi yang memukau Anda akan belajar cara merancang presentasi yang memikat dan mengkomunikasikan ide ide Anda dengan jelas dan efektif kepada audiens Buku ini juga menggali fitur fitur lanjutan PowerPoint seperti animasi kustom pengaturan transisi dan desain slide yang responsif membuka pintu ke dalam dunia presentasi yang kreatif dan interaktif Dengan bantuan buku ini Anda dapat mengubah setiap presentasi menjadi pengalaman yang menggugah dan meninggalkan kesan mendalam pada audiens Dengan panduan langkah demi langkah contoh contoh presentasi yang menginspirasi dan tips tips praktis Pengantar Aplikasi Komputer Cerdas Tangkas Menguasai MS Office MS PowerPoint memberikan Anda keterampilan dan wawasan yang Anda butuhkan untuk membuat presentasi yang luar biasa Temukan kreativitas Anda sampaikan ide ide Anda dengan keyakinan dan buatlah presentasi yang tak terlupakan Selamat membaca dan mulailah perjalanan menuju penguasaan PowerPoint Anda

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