



# Excel Data Analysis For Dummies

By Stephen L. Nelson, E. C. Nelson

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**Excel Data Analysis For Dummies** By Stephen L. Nelson, E. C. Nelson

**Want to take the guesswork out of analyzing data? Let Excel do all the work for you!**

Data collection, management and analysis is the key to making effective business decisions, and if you are like most people, you probably don't take full advantage of Excel's data analysis tools. With *Excel Data Analysis For Dummies, 3<sup>rd</sup> Edition*, you'll learn how to leverage Microsoft Excel to take your data analysis to new heights by uncovering what is behind all of those mind-numbing numbers. The beauty of Excel lies in its functionality as a powerful data analysis tool.

This easy-to-read guide will show you how to use Excel in conjunction with external databases, how to fully leverage PivotTables and PivotCharts, tips and tricks for using Excel's statistical and financial functions, how to visually present your data so it makes sense, and information about the fancier, more advanced tools for those who have mastered the basics! Once you're up to speed, you can stop worrying about how to make use of all that data you have on your hands and get down to the business of discovering meaningful, actionable insights for your business or organization.

Excel is the most popular business intelligence tool in the world, and the newest update – Microsoft Excel 2016 – features even more powerful features for data analysis and visualization. Users can slice and dice their data and create visual presentations that turn otherwise indecipherable reports into easy-to-digest presentations that can quickly and effectively illustrate the key insights you are seeking.

- Fully updated to cover the latest updates and features of Excel 2016
- Learn useful details about statistics, analysis, and visual presentations for your data
- Features coverage of database and statistics functions, descriptive statistics, inferential statistics, and optimization modeling with Solver
- Helps anyone who needs insight into how to get things done with data that is unwieldy and difficult to understand

With *Excel Data Analysis For Dummies, 3<sup>rd</sup> Edition*, you'll soon be quickly and easily performing key analyses that can drive organizational decisions and create

competitive advantages.

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## **Editorial Review**

From the Back Cover

### ***Learn to:***

- Navigate and analyze complex data
- Work with external databases, PivotTables, and PivotCharts
- Use Excel for statistical and financial functions
- Make the most of the latest features of Excel

### **Put the power of Excel to work and excel at data analysis!**

Most businesses are drowning in data, and making sense of it all is critical. Excel is a powerful data analysis tool, and this book shows you how to use it and become a data deciphering expert. You'll learn to organize data in workbooks, create powerful magic with PivotTables and PivotCharts, and explore advanced statistical tools that take you to the next level.

- **Table your data** — learn to export data from a database, build a table, get data from external sources, and query databases
- **Keep it clean** — delete unnecessary columns and rows in an imported workbook and clean your data with text functions
- **This way and that** — see how to view your data from different angles using PivotTables
- **Fine-tune with formulas** — build PivotTable formulas to create custom calculations and retrieve data from a PivotTable
- **Chart your course** — create and customize PivotCharts to display data in various ways, even in a 3D chart
- **Dive deeper** — check out a dozen database functions you can use for more detailed analysis
- **Statistically speaking** — explore Excel's statistics functions for finding percentiles and standard deviations, doing regression analysis, and more

### **Open the book and find:**

- Ways to use filters with tables
- All about exporting and importing data
- Essential text functions for cleaning data
- How to use the PivotTable and PivotChart wizards
- Tips on customizing a PivotTable
- When to use Chart Commands
- Different types of PivotCharts
- What you can do with descriptive statistics

About the Author

**Stephen L. Nelson** provides accounting, business advisory, tax planning, and tax preparation services to small businesses. He belongs to the American Institute of CPAs and teaches graduate tax courses. Among

Steve's 100-plus books are all editions of *QuickBooks For Dummies* and *Quicken For Dummies*. **Elizabeth C. Nelson** is a CPA and specializes in multi-state and international taxation of S corporations and partnerships. She holds a Bachelor of Science in Accounting from Western Governors University and is the co-author of the popular monographs *Preparing the 3115 Form for the New Tangible Property Regulations* and *Small Businesses and the Affordable Care Act*.

## **Users Review**

### **From reader reviews:**

#### **Sylvia Dasilva:**

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**Tom Rivera:**

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