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Note generali	"Covers Excel 2003, 2002, and 2000"--Cover. CD-ROM includes sample components and spreadsheets and Mathematica version 5 evaluation. Includes index.
Nota di contenuto	Excel Best Practices for Business; About the Author; Credits; Preface; Acknowledgments; Contents at a Glance; Contents; Introduction; How to Use This Book; What You Need to Use This Book; What This Book Covers; Conventions Used in this Book; Icons Used in the Book; How This Book Is Organized; Part I: Best Practice Essentials; Chapter 1: A Foundation for Developing Best Practices; Preliminaries; Working with Different Ways To Compute a Number in Excel; Understanding Alternative Ways to Represent Cells; Computing a Number in Excel; Excel Functions; Closing Thoughts Chapter 2: Mastering Spreadsheet Construction Techniques One Size Does Not Fit All; Understanding Simple Spreadsheets; Building a Spreadsheet: A Simple Example; Complex Spreadsheets; Closing Thoughts; Chapter 3: Your Handy Reference for Manipulating Data; Excel String Manipulation Functions You Need to Know; Sorting Techniques; First Steps to Tidying Up Your Data; The Sentinel Look Ahead Technique; Other Functions for Effective Data Manipulation; Useful Sorting Techniques; Data Surgery and Data Manipulation; Closing Thoughts; Chapter 4: Compiling, Managing, and Viewing Your

Data; Preliminaries

The Number Line-Up Putting Data into Perspective with Pivot Tables;

Preparing Your Data; Closing Thoughts; Part II: Spreadsheet

Ergonomics; Chapter 5: Scaling the Peaks of Mt. Data; The Art of Data

Slogging; Climbing Past the Foothills; Closing Thoughts; Chapter 6: Let

the Data Speak for Itself: Viewing and Presenting Data; They Threw In

the Kitchen Sink; Using Excel Filters; Presentation Tear Sheets;

Advanced Filters; Tips for Spreadsheet Comments; Closing Thoughts;

Chapter 7: Creating and Using Smart Data; What Is Smart Data,

Anyhow?; Conditional Formatting

From RAGs to Riches: An Interactive Array of Colors Perimeter

Surveillance: Smart Borders; Miscellaneous Topics; Closing Thoughts;

Chapter 8: Analyzing Data; Charting Your Course in a Sea of Data;

Quantifying Uncertainty: Techniques and Rules; Data Sculpting: Crafting

Data with the Excel Goal Seek and Solver Tools; Suggestions for Further

Reading; Closing Thoughts; Chapter 9: How Not to Get Stuck in the

MUD ( Messed-Up Data); Ambiguous and Incomplete Data; Inconsistent

Data and Computations; Square Peg/Round Hole Scenario;

Analyses/Reports Built on Too Much White Noise or Static

Closing Thoughts Part III: Special Topics: Getting the Numbers Right;

Chapter 10: Going for the Face lift: Spreadsheet Makeovers;

Spreadsheet Makeover Techniques; A Hands-On Example of a

Spreadsheet Makeover; Alternative Approaches; Closing Thoughts;

Chapter 11: Spreadsheet Auditing: Challenging the Numbers of Others;

Structural Analysis of Spreadsheets; Off-Spreadsheet Analysis; State

Transition Analysis; Testing the Reasonableness of Spreadsheets;

Closing Thoughts; Chapter 12: Spreadsheet Portals, XML, and Web

Services; Spreadsheet Portals and Desktop Client Portals; Simple Client  
Portals

Complex Spreadsheet Portals

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## Sommario/riassunto

Spreadsheets have become the de facto standard for communicating business information and the preferred tool for analyzing business data. In this current climate, the accuracy and clarity of spreadsheets are paramount. However, busy managers have little time to sift through heaps of reference books to extrapolate techniques for making polished spreadsheets. Even with finished spreadsheets in hand, managers and business professionals still need a book which holds up a mirror to their real world situations and reflects hidden flaws; and then takes the next step and guides the reader in specific

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