

## Book Review

Vinita Sharma, NDIM New Delhi



**Book** - New Perspectives Microsoft Office 365 Excel 2016

**Authors** – June JamrichParsons, Dan Oja, Patrick Carey, Carol A. Desjardins

**Publishers** –Cengage Learning India Pvt Ltd.

Authors must have thought of the needs of multiple people who use MS Excel when they planned writing this book. They have written this book in such a wonderful manner which made the book useful for beginners as well as the expert professionals or trainers of MS Excel.

Before stating about MS Excel, authors the book educates the readers about few important technical tools which help the learners a lot while studying or handling any project in a team. These tools are Onenote, Sway for creating presentations, OfficeMix for mixing multiple technologies together and, MS Edge for data security. Authors introduced these tools using few practical examples which helped the reader to learn it better.

After the above chapter is over, the main content of MS Excel starts. The content of MS Excel is divided into 12 different modules. The module 1 “Getting started with Excel” starts with the basic level of MS Excel for a beginner or a student. Basic functions of MS Excel like opening and closing a workbook, inserting data into columns and rows of a worksheet, working on basic tools of MS Excel to make the worksheets presentable. After that introduction of use of formulas in Excel worksheet is accommodated in the module. Use of simple functions like, COUNT, Autosum, Flash Fill etc. is shown in the module by using practical examples.

In module 2 “Formatting Workbook Text and Data”, text formatting tools in MS Excel are explained thoroughly. Alignment of text, cell styles, use of paste and paste special, conditional formatting tools and printing formats are the topics which are explained using practical examples.

The 3<sup>rd</sup> module “Performing Calculations with Formulas and Functions” explains the difference between formulas and functions used in MS Excel, applications of formulas using constant numbers or using cell address, understanding how MS Excel helps the users writing syntax of any function. The module also explains What-If-Analysis functions series using Goal Seek and Data Validation. All kinds of references are explained in this module. Other than these, conditional statements, use of Quick analysis tool, Date function and its variants and VLOOKUP functions are covered in this module.

Module 4 is all about making charts by using data worksheets and their analysis. Working with chart elements, performing What-If-Analysis with charts, Sparklines, DataBars creation, Histogram, Waterfall and Pareto charts are other important topics covered in this module.

In module 5, making and editing Pivot tables and Pivot charts, analysing those charts and data, editing records, custom sort and filtering elements of an Excel Table are covered using cases and examples. Use of Slicers for filtering data from a pivot table is also explained in the module.

Grouping and ungrouping of multiple worksheets in a workbook, hyperlinking of various sheets in a workbook, consolidation of data in a workbook are few topics which are of high importance for professionals in industry, which are covered in module 6 of the book in a user friendly manner.

Module 7 includes advanced level tools and is all about developing an Excel Application. Initially the module covers small but important things like naming a cell of data range by using Name Box and using defined names in formulas and functions. This module also includes data validation and protection techniques, inserting comments in a cell and use of basic macros to automate the tasks and editing Macros using Visual Basic Editor.

Module 8 also includes advanced tools and functions of MS Excel. Use of Logical functions using AND, OR operators are covered in this module. Other than these, nested IF function, finding exact match with VLOOKUP and HLOOKUP functions, use of COUNTIF, SUMIF kind of mathematical functions is explained through good examples.

By using Module 9 readers may explore number of Financial Functions and tools easily. For example, Loan and investment functions like PMT, PPMT, PV, FV, and NPER are explained by using various examples to clear the concepts. Creation of Amortisation Schedule of bank loan is thoroughly explained in such a manner that a beginner can also grasp the concept quickly. Calculation of Income statement, depreciation, NPV, IRR functions and auditing is done using Excel which is also explained in this module. Tracing an error, evaluating a formula and watch window are few more important features which are discussed in this module.

Module 10 is all about What-If-Analysis. Examples used in this module is to maximize profit with the right product mix. Concept of Data table is included in the same module. Finding Break Even Point with scenario manager, calculation of optimum solution using solver, creating solver reports are few important topics which the module covers.

Module 11 explains how to analyse datasheets with Business Intelligence. Trendlines, Power Pivot, data model, Power View and Power Map are few important tools which are used for research work and are thoroughly explained in this module.

Module 12 trains the team members who are working on a single project. All of them may share their work in a single sheet by using options of sharing and privacy. Tracking log of activities, accepting and rejecting edits, preparing final workbook are few of the important topics which this module covers.

After these 12 modules are over, there are two Appendices at the end of the book. Appendix A gives tips for manipulating text with the help of text functions in MS Excel and Appendix B explains use of advanced filters, Database Functions etc.

The major strength of the book is its multiple number of management cases which are given at the end of each module. Along with it, the data set which is used to solve the given cases is provided by the publisher which is a great help from publisher. All the tools and concepts of MS Excel are explained through these cases. This book has proved to be a good study material for engineering and management students at undergraduate and post graduate levels for the purpose of Data Analysis through MS Excel. Anyone who will read this book will get benefitted and will learn new techniques and tools of MS Excel, everytime the book is read.