

MICROSOFT OFFICE 2013 E S S E N T I A L S



The most powerful spreadsheet app. Automated suggestions for creating charts, totals, and pivot tables make pivot tables easier beginners. New FlashFill feature saves manual labor by creating columns of data on the basis of examples you type in.

In Excel 2010, you installed the Power Pivot for Excel 2010 add-in so that you could import and relate large amounts of data from multiple sources.

In Excel 2013, much of that functionality, including the infrastructure that supports it, is built directly into the Data Model in Excel. Without installing a separate add-in, you can now:

- Import millions of rows from multiple data sources.
- Create relationships between data from different sources, and between multiple tables in a PivotTable.
- Create implicit calculated fields (previously called 'measures') – calculations created automatically when you add a numeric field to the Values drop zone of the Field List.
- Manage data connections.

Thus all Excel users can now build data models, which they can use as the basis for PivotTables, PivotCharts, and Power View reports. Excel automatically loads data into the in-memory analytics engine, which used to be available only with the Power Pivot add-in. The data model in Excel has other advantages:

- Processing data is fast.
- Data is highly compressed, creating a file of manageable size.
- Data is saved inside the Excel workbook, so it's portable.

The Power Pivot add-in is available, too, and provides more advanced modeling capabilities for more experienced data modelers.

The Power Pivot in Microsoft Excel 2013 add-in, which connects to the same data model, provides a richer modeling environment that allows more experienced users to enhance their models.

With the Power Pivot in Microsoft Excel 2013 add-in you can:

- Filter data when importing. You can import data in both Excel and Power Pivot, but when importing data in Power Pivot, you can filter out unnecessary data to import just a subset.
- Rename tables and columns as you import data in Power Pivot.
- Manage the model and create relationships using drag and drop in the Diagram View.
- Apply formatting (to be used in Power View and PivotTable reports).
- Define your own calculated fields to use throughout a workbook.
- Define key performance indicators (KPIs) to use in PivotTables.
- Create user-defined hierarchies to use throughout a workbook.
- Define perspectives.
- Author your own calculations by writing advanced formulas that use the Data Analysis Expressions (DAX) expression language.
- Use other more advanced data and modeling operations.



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Zhe Xu



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Abiotic stress: molecular genetics and genomics, Volume II Mukesh Jain, Rohini Garg, Rajeev K. Varshney, Prasanta Kumar Subudhi, *Organization and Administration of Physical Education* Jayne D. Greenberg, Judy L. LoBianco, 2019-01-22 If you want to know how to be the best you learn from the best Two SHAPE America Physical Education Administrators of the Year share what it takes to be an outstanding administrator in Organization and Administration of Physical Education Theory and Practice Jayne Greenberg and Judy LoBianco veteran leaders in the field with decades of successful administration experience head a sterling list of contributors who have taught at the elementary middle school high school and college levels in urban suburban and rural settings Together these contributors expound on the roles and responsibilities of physical education administrators through both theoretical and practical lenses The result is a book that will be highly useful to undergraduate students looking to enter the field as well as a resource for administrators in physical education leadership positions who are looking to acquire new skills and innovative ideas in each of the five areas of responsibility covered in the book Part I covers leadership organization and planning It explores leadership and management styles and presents practical theories of motivation development and planning It also

looks at how to plan for the essential components of an effective quality physical education program In part II readers examine various curriculum and instruction models and navigate through curriculum theory and mapping This section also offers guidance on planning events including special programs and fundraising projects and how to build a team and secure community connections for those special events Part III helps administrators plan and design new school sites or renovate existing ones and it presents contemporary concepts in universal design and sustainable environmental design It also offers ideas on how to incorporate technology to meet the needs of 21st century learners including the use of social media and robotics in delivering instruction and communication Part IV explores written verbal and electronic communication issues as well as legal and human resource issues Administrators learn how to lobby and advocate for physical education how the legal system affects schools and how to examine personnel issues bullying and harassment Part V explains the fiscal responsibilities inherent in administrative positions including budgeting bidding and purchasing It also shows how administrators can secure funding independent of district or local funding offering many examples of grants and fundraising opportunities with sample grant applications Throughout the text special features Advice From the Field and Leadership in Action share tips nuggets of wisdom and examples of administrators excelling in their various responsibilities The book also comes with many practical examples of forms that are useful in carrying out responsibilities and each chapter offers objectives a list of key concepts and review questions to facilitate the learning In addition the text has related online resources consisting of supportive materials and documents Organization and Administration of Physical Education Theory and Practice published with SHAPE America offers the solid foundational theory that administrators need and shows how to put that theory into daily practice Note A code for accessing HKPropel is included with this ebook **PC Magazine** ,1991

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