

Activities

Excel Activity 1

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The data is as follows:

Instructions:

1. Open the data source provided.
2. Create a pivot table using the data source.

Author	Genre	Books Sold
John Doe	Fiction	1200
John Doe	Non-Fiction	800
Jane Smith	Fiction	900
Jane Smith	Non-Fiction	600
Bob Johnson	Fiction	700
Bob Johnson	Non-Fiction	500
Alice Brown	Fiction	1100
Alice Brown	Non-Fiction	700

Excel Activity 2

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The data is as follows:

Instructions:

1. Open the data source provided.
2. Create a pivot table using the data source.
3. Add a filter to the pivot table to show only books sold in the last 12 months.
4. Add a filter to the pivot table to show only books sold in the last 6 months.

Excel Activity 3

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The data is as follows:

Instructions:

1. Open the data source provided.
2. Create a pivot table using the data source.
3. Add a filter to the pivot table to show only books sold in the last 12 months.

Excel Activity 5

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The data is as follows:

Instructions:

1. Open the data source provided.
2. Create a pivot table using the data source.
3. Add a filter to the pivot table to show only books sold in the last 12 months.
4. Add a filter to the pivot table to show only books sold in the last 6 months.
5. Add a filter to the pivot table to show only books sold in the last 3 months.
6. Add a filter to the pivot table to show only books sold in the last 1 month.

Author	Genre	Books Sold
John Doe	Fiction	1200
John Doe	Non-Fiction	800
Jane Smith	Fiction	900
Jane Smith	Non-Fiction	600
Bob Johnson	Fiction	700
Bob Johnson	Non-Fiction	500
Alice Brown	Fiction	1100
Alice Brown	Non-Fiction	700

Excel Activity 4

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The data is as follows:

Instructions:

1. Open the data source provided.
2. Create a pivot table using the data source.
3. Add a filter to the pivot table to show only books sold in the last 12 months.
4. Add a filter to the pivot table to show only books sold in the last 6 months.
5. Add a filter to the pivot table to show only books sold in the last 3 months.
6. Add a filter to the pivot table to show only books sold in the last 1 month.

Author	Genre	Books Sold
John Doe	Fiction	1200
John Doe	Non-Fiction	800
Jane Smith	Fiction	900
Jane Smith	Non-Fiction	600
Bob Johnson	Fiction	700
Bob Johnson	Non-Fiction	500
Alice Brown	Fiction	1100
Alice Brown	Non-Fiction	700



Tech Twins

Microsoft Excel Unit Lesson 4 Projects

**Food and Agriculture Organization of
the United Nations**



Microsoft Excel Unit Lesson 4 Projects:

Resources in Education, 1998 Evaluation of the project "Integrated national monitoring and assessment system on forest ecosystems (SIMEF)" Food and Agriculture Organization of the United Nations, 2020-12-03 Chile has a native forest that constitutes 18 percent of its continental surface area and over 60 million hectares of protected areas The country is considered a global hotspot of conservation priority due to its endemism and a high degree of habitat loss The loss of ecosystems could increase if economic development does not progressively adopt sustainability standards that create less of an impact on biodiversity From August 2015 to May 2020 FAO implemented the project in order to develop and implement an integrated monitoring and assessment system on carbon stocks and biodiversity in forest ecosystems SIMEF supporting the National Greenhouse Gases Inventory INGEI and the design of policies regulations and SFM practices incorporating the REDD Programme and biodiversity conservation in forest ecosystems The project established sound foundations that improve the monitoring of the conditions of forest ecosystems and consequently more robust information is generated and with greater frequency It is worth highlighting the creation of an interinstitutional structure that will support the continuity of the SIMEF and the creation of a digital platform with five tools The SIMEF is at present a regular programme of the Chilean State with a governance system and with a permanent annual budget Given this the sustainability of the achievements made in the project can be maintained and strengthened However a low level of appropriation of the system at local level was identified which could affect its sustainability Information Technology for Management Efraim Turban, Carol Pollard, Gregory Wood, 2025-03-05 Comprehensive coverage of developments in the real world of IT management provides a realistic and up to date view of IT management in the current business environment Information Technology for Management provides students in all disciplines with a solid understanding of IT concepts terminology and the critical drivers of business sustainability performance and growth Employing a blended learning approach that presents content visually textually and interactively this acclaimed textbook helps students with different learning styles easily comprehend and retain information Throughout the text the authors provide real world insights on how to support the three essential components of business process improvements people processes and technology Information Technology for Management integrates a wealth of classroom tested pedagogical tools including 82 real world cases highlighting the successes and failures of IT around the world interactive exercises and activities whiteboard animations for each learning objective high quality illustrations and images boxed sections highlighting various job roles in IT management and giving examples of how readers will use IT in their career as a marketing accounting finance human resource management productions and operations management strategic management or information technology professional or as an entrepreneur and illustrative innovative uses of information technology Now in its thirteenth edition this leading textbook incorporates the latest developments in the field of IT management based on feedback from practitioners from top tier companies and organizations New topics include Network

as a Service NaaS hybrid cloud cryptocurrency intent based networking edge analytics digital twin technology natural language generation and many more New How will YOU use IT boxes directly inform students in all majors about how IT will impact their careers Equipping readers with the knowledge they need to become better IT professionals and more informed users of IT Information Technology for Management Thirteenth Edition is the perfect textbook for undergraduate and graduate courses on computer information systems or management information systems general business and IT curriculum and corporate in house training or executive programs in all industry sectors AN INTERACTIVE MULTIMEDIA LEARNING EXPERIENCE This textbook includes access to an interactive multimedia e text Icons throughout the print book signal corresponding digital content in the e text Videos and Animations Information Technology for Management integrates abundant video content developed to complement the text and engage readers more deeply with the fascinating field of information technology Whiteboard Animation Videos help bring concepts to life one for each learning objective throughout the text Real World News Videos support content in every chapter Cutting edge business video content from Bloomberg provides an application of learned content to actual business situations Interactive Figures Charts Tables Appearing throughout the enhanced e text interactive figures process diagrams and other illustrations facilitate the study of complex concepts and processes and help students retain important information Interactive Self Scoring Quizzes Concept Check Questions at the end of each section provide immediate feedback helping readers monitor their understanding and mastery of the material

Project Management for Business, Engineering, and Technology John M. Nicholas, Herman Steyn, 2008 Appropriate for classes on the management of service product and engineering projects this book encompasses the full range of project management from origins philosophy and methodology to actual applications Agile for Project Managers Denise Canty, 2015-02-24 Agile project management is a proven approach for designing and delivering software with improved value to customers Agility is all about self directed teams feedback light documentation and working software with shorter development cycles The role of the project manager with agile differs significantly from traditional project management in th Operational Excellence Case Studies in Higher Education Institutions Jiju Antony, Michael Sony, Elizabeth A. Cudney, Sandra L. Furterer, Chad Laux, Raja Jayaraman, Maher Maalouf, 2025-10-14 In Operational Excellence Case Studies in Higher Education Institutions the chapters bring together a wide range of real life global case studies which highlight critical differences in approach due to varied cultural differences and leadership styles

Microsoft Excel 2002 - Illustrated Brief Reding, Elizabeth Eisner Reding, 2001-07-25 Part of the Illustrated series this text offers a visual and flexible way to build Microsoft Excel 2002 skills **A Concise Guide to Technical**

Communication Heather Graves, Roger Graves, 2020-11-06 This compact but complete guide shows that less is more with fewer extraneous details getting in the way of students trying to learn on the run it allows them to focus on the most important principles of effective technical communication The Concise Guide takes a rhetorical approach to technical

communication instead of setting up a list of rules that should be applied uniformly to all writing situations it introduces students to the bigger picture of how the words they write can affect the people intended to read them Assignments and exercises are integrated throughout to reinforce and test knowledge

Learning, Unlearning and Re-Learning Curves

Alan Jones, 2018-09-13 Learning Unlearning and Re learning Curves Volume IV of the Working Guides to Estimating Forecasting series focuses in on Learning Curves and the various tried and tested models of Wright Crawford DeJong Towill Bevis and others It explores the differences and similarities between the various models and examines the key properties that Estimators and Forecasters can exploit A discussion about Learning Curve Cost Drivers leads to the consideration of a little used but very powerful technique of Learning Curve modelling called Segmentation which looks at an organisation s complex learning curve as the product of multiple shallower learning curves Perhaps the biggest benefit is that it simplifies the calculations in Microsoft Excel where there is a change in the rate of learning observed or expected The same technique can be used to model and calibrate discontinuities in the learning process that result in setbacks and uplifts in time or cost This technique is compared with other better known techniques such as Anderlohr s Equivalent Unit Learning is another relative new technique that can be used alongside traditional completed unit learning to give an early warning of changes in the rates of learning Finally a Learning Curve can be exploited to estimate the penalty of collaborative working across multiple partners Supported by a wealth of figures and tables this is a valuable resource for estimators engineers accountants project risk specialists as well as students of cost engineering

Foundations of Real Estate Financial Modelling Roger

Staiger, 2023-10-13 NAMED ONE OF THE BEST COMMERCIAL REAL ESTATE BOOKS BY THE MOTLEY FOOL Staiger gives us the technical tools needed to build robust pro forma modeling around our real estate assets MillionAcres Now in its third edition Foundations of Real Estate Financial Modelling equips a new generation of students and professionals with a resource MillionAcres guarantees they ll use throughout their commercial investing career s Designed to provide increased scalable basis of pro forma modelling for real estate projects this complete update and revision of the classic text offers a step by step introduction to building and understanding the models underlying investments in properties from single family rentals to large scale developments Case studies drawn from the author s storied investment career put models into real world context while problem sets at the end of each chapter provide hands on practice for learners at any stage of their real estate careers This edition employs the innovative financial metric P Gain to quantify the probability of a Return of Capital ensuring readers ability to answer the most fundamental question of investing What is the probability I ll get my money back The fully revised and enhanced third edition is organized in three functional units 1 Real Estate Valuation Basics Theory and Skills 2 Real Estate Pro Forma Modelling and 3 Real Estate Pro Forma Enhancements Chapters cover Interest Rates Prime LIBOR SOFR Amortization Cash Out Refinance modelling ADC Acquisition Development Construction Module Rent Roll Module including seasonality Waterfall Hotel Consolidation Stochastic Modelling and Optimization Additional chapters are

dedicated to risk quantification and include scenario stochastic and Monte Carlo simulations equity waterfalls and integration of US GAAP financial statements A companion website provides the real estate pro forma models to readers as a reference for their own constructed models www.pgainllc.com An ideal companion in the classroom and the boardroom this new edition of Foundations of Real Estate Financial Modelling will make even novices the experts in the room on their chosen asset class MillionAcres

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