MICROSOFT EXCEL IN WATER OPERATIONS

An Overview of Best Practices

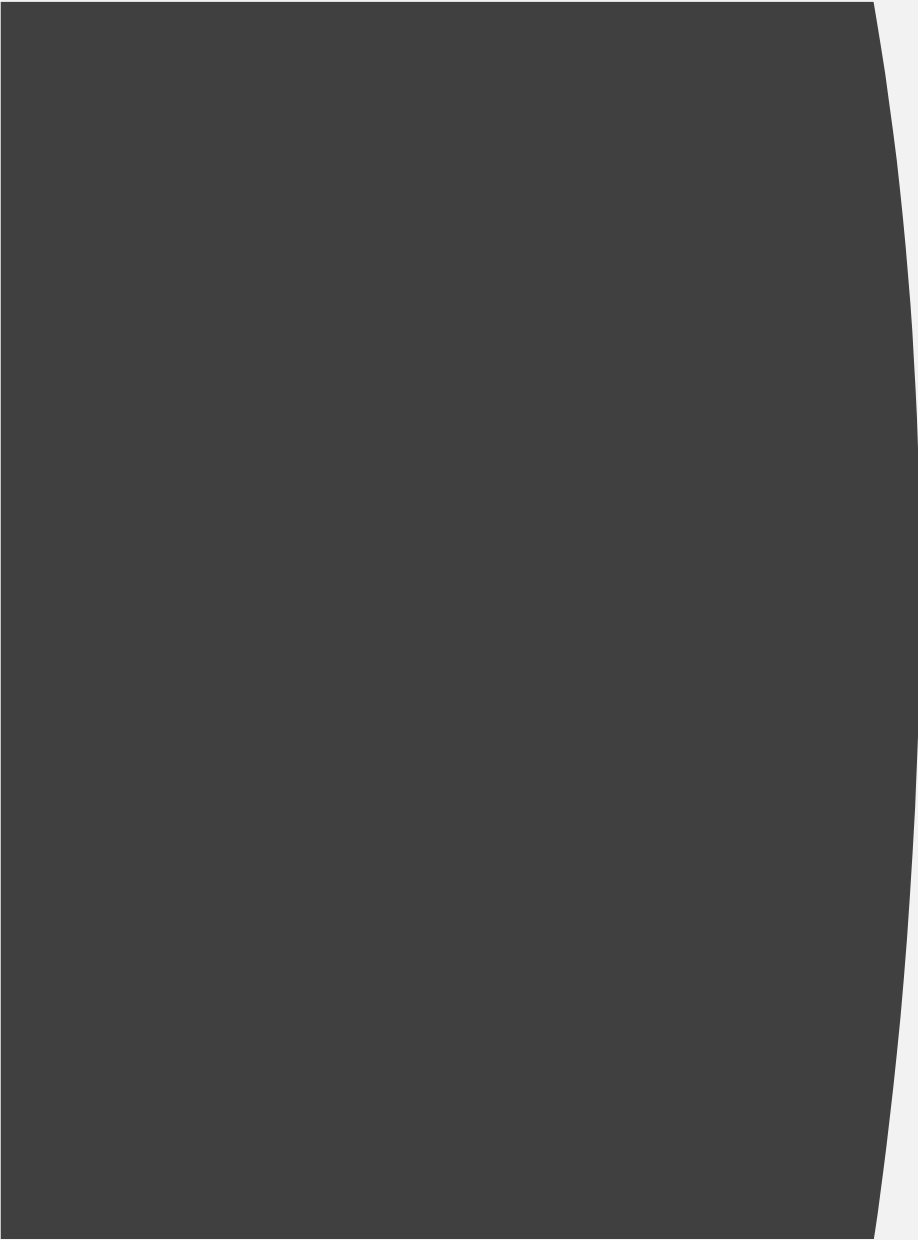# INTRODUCTION

The Role of Excel in the Water Business

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WHY EXCEL?

Excel is a useful tool for:

- Math
- Money
- Records

This is meant to be a student centered class

Our Big Hairy Audacious Goal is to make this the last Excel Class you ever take!

How will we do that?

- Start by discussing bare bones universal ideas
- Have a discussion to develop subject area goals to are relevant to everyone
- Spend the rest of the day working to meet those goals

Topics covered can be simple or complex depending on your interests

WHY IS EXCEL IMPORTANT

In 2019 effective data management is more important than ever.

Data is everywhere

Why Excel skills matter:

- Excel is ubiquitous, Microsoft Office is becoming a standard business application.

- Math is easy to mess up

- Easily arranges complex equations

- Excel is Repeatable!

- Excel makes it easy to show your work!

WHAT MAKES EFFECTIVE EXCEL?

- Structure balances simplicity and complexity required to be effective

- Uses Formatting to aid the desired task

- Utilizes Functions and Formulas to accomplish Tasks

- Data Elements are Separated

- Utilizing Hidden Fields, Locked Fields, Frozen Panes to more easily access data

- Users navigate easily using menus and keyboard shortcuts

EXCEL POWER TOOLS

How to work smarter, not harder in Excel.

KEYBOARD SHORTCUTS

- Make Navigating and Formatting quicker and easier

- Are fairly universal across platforms

DISSECTING WORKBOOKS

Observe the Data Structure
- What is this data for?
- What do Columns represent?
- What do Rows represent?
- Are Functions used?
- Are Lock Cells or Hidden Cells used?

Where is this data coming from?

What am I trying to do with it?

IT IS OK TO FAKE IT TILL YOU MAKE IT!

I'M NOT THAT SMART

I'M JUST REALLY GOOD AT GOOGLE

.nemegenerator.net

GOOD GOOGLING

- *Be specific*
- *Try different ways of describing what you are looking for*
- *Pay Attention to the source of search results*
  - For general use trust Microsoft and Academic Sources
  - For Business specific applications search out Utilities, Engineers etc.

WHERE TO LEARN MORE?

Excel Specific Sites

Exceljet.net

Excelatworkbook.com

Online Courses

- Coursera.com
- Lynda.com
- Udemy.com

THANK YOU

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Please let us know how we did. Use the link below to evaluate this presentation.

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