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*Jeff Lenning CPA*

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The third installment in the Excel University series picks up right where Volume 2 leaves off. In the final exercise of Volume 2, we created a formula-based report that required several features and functions. In Volume 3, we build that same report without writing a single formula. We create it with the PivotTable feature. The first section of this volume covers PivotTable basics and concludes with a comparison between formula-based and PivotTable reports. The second section explores various report layout and design options that enable us to replace our formula-based reports with PivotTables when appropriate. In the final section, we consider the reporting process, including efficient ways to get data into our workbooks, how to prepare the data for use, and how to summarize it graphically with PivotCharts and other Excel features. Excel practice files and solutions videos are available online so you can work hands-on as you read through the content. The skills developed in this volume will help you get your work done in less time.

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