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Learn Excel 2016 Essential Skills With The Smart Method: Courseware Tutorial For Self-instruction To Beginner And Intermediate Level

Synopsis

This Excel 2016 book is very, very different to any other computer book you have ever read. The Smart Method provides an entirely new and better way to learn Excel 2016. Here are just four of the many ways in which this book is unique: The book will equip you with excellent Excel 2016 skills, good enough to impress any employer, but it doesn't confuse by attempting to teach skills that are not common in the workplace. Only users who have advanced requirements need progress to the Expert Skills book. Instruction is logically structured into sessions and lessons. While this makes the book ideal for self-instruction, you can also use it to run your own, highly effective, adult training courses. Every lesson is presented on two facing sheets of A4 paper (the pages are much bigger than in any other Excel book).Each lesson has a sample file that models a real-world business problem. You'll immediately appreciate the value and relevance of each skill as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no-nonsense way. From the Back CoverAmongst other things you'll learn how to:Create stunning, professional, presentation-quality chartsUse the Themes feature to create visually excellent worksheets Use Flash Fill to split, concatenate and format text and date valuesUse Cloud Computing features to share dataUse the Versions feature to recover lost dataUse AutoFill to create textual and numeric seriesHide and show rows, columns and entire worksheetsCreate your own formulasUse Excel functions the professional way using Formula AutoCompleteUnderstand absolute, relative and mixed cell referencesCreate cross-worksheet formulasAdd trend lines and moving averages to charts to forecast future values from non-cyclical dataUse Forecast Sheets to forecast future values from cyclical dataUse Sparklines to visually represent large data sets Bring your data alive with Visualizations Create custom conditional formatting rules with the Rules Manager Streamline your work by creating your own custom templatesCreate both textual and graphical cell commentsCompanies who have taken Smart Method courses include:AOL Time Warner, The United States Army, Daimler Chrysler, Motorola, HSBC, Barclays, American Express, Allied Irish Banks, Imperial Tobacco, Volvo, The BBC, British Petroleum, The Foreign and Commonwealth Office, Unilever, The Institute of Chartered Accountants, The Ministry of Defence, Keele University, Deutsche Bank, HBOS, Transport For London, The Performing Rights Society, Scottish Power, The Office of the Parliamentary Ombudsman, BAE Systems, RBS, Marks & Spencer, Virgin, O2, BMW... and many, many others.

Book Information

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Customer Reviews

The good news is that this updated how-to manual is great at learning Excel 2016. I downloaded Excel 2016 for my home PC while at work I use Excel 2013. I am not a power user but Excel versions 2013 and 2016 are for all intents and purposes nearly the same. So are Mr. Smart's books.Here is what I said about the 2013 version of his Essential Skills book, most of which still applies to his 2016 version:"I have a vast library of Excel manuals. My usual go to one is the Missing Manual. But for learning Excel (2013) quickly, the Smart Method is excellent. Each page is a lesson. You ramp up in skill and knowledge at a diliberate pace. The writing is clear as well as the diagrams. The font is a perfect size unlike another Excel manual I reviewed some months ago. If you are new to this version of Excel or want to improve upon your current skill set, then give this manual a try. I am sure you will find it extremely useful. It is better than the "Dummies" series, "Step by Step" or "Visual" series of books."Before I bought the 2016 Skills book, I had purchased the Excel 2016 In Depth published by Que. Crazy, but Jelen, the author, did a massive overhaul of his 2016 manual cutting it in half as compared to his 2013 book (1,200 pages). His new one comes in around 650 pages. Pogue has not come out with their Missing Manual for Excel 2016. Not sure if they will. Reality is that I like Smart's books so much better. He really does a fabulous job teaching Excel. All the pictures and graphics are very clear and easy to read/follow. I am eager to buy Smart's Expert Skill level book when that comes out.

The book is so detailed and well written, it beats classroom instruction hands down.

Bueno

Very useful

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