

# LEARN EXCEL 2016 ESSENTIAL SKILLS WITH THE SMART METHOD: COURSEWARE TUTORIAL FOR SELF- INSTRUCTION TO BEGINNER AND INTERMEDIATE LEVEL BY M

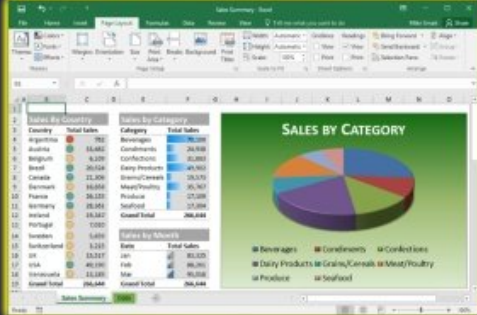
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## Excel 2016 for Windows Essential Skills

With The Smart Method

*Whether you are completely new to Excel 2016 or upgrading from an older version, our unique teaching method will empower you with every skill you need to be productive in the workplace.*

*By the end of the course you'll be able to create sophisticated worksheets like the one shown below that incorporate all of Excel 2016's most useful features.*



The screenshot shows an Excel spreadsheet with a 'Sales Summary' worksheet. It features a table of sales data by country and category, and a 3D pie chart titled 'SALES BY CATEGORY'. The pie chart is divided into segments for Beverages, Condiments, Confections, Dairy Products, Meats/Poultry, Seafood, and Grains/Cereals. The data table includes columns for Country, Total Sales, Category, and Total Sales.

Country	Total Sales	Category	Total Sales
Argentina	762	Beverages	28,288
Australia	68,682	Condiments	24,988
Belgium	8,328	Confections	62,888
Brazil	20,028	Dairy Products	48,988
Canada	22,028	Meats/Poultry	28,288
Denmark	16,828	Seafood	27,888
France	28,228	Grains/Cereals	27,888
Germany	28,828		
India	28,828		
Italy	28,828		
Japan	28,828		
UK	28,828		
USA	28,828		
France	28,828		
Grand Total	288,888	Grand Total	288,888

The companion Web site has sample files at: <http://ExcelCentral.com>

Mike Smart

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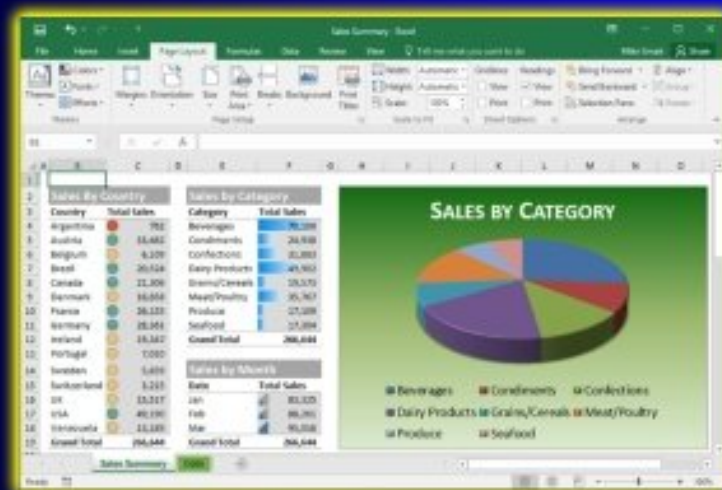
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- The Smart Method develop and run IT courses.
- We've trained many of the world's largest companies in England, Europe and America.
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- Our unique teaching method is fun, absorbing and virtually 100% effective.
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## **BY M PDF**

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.

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Amongst other things you'll learn how to:

- Create stunning, professional, presentation-quality charts
- Use the Themes feature to create visually excellent worksheets
- Use Flash Fill to split, concatenate and format text and date values
- Use Cloud Computing features to share data
- Use the Versions feature to recover lost data
- Use AutoFill to create textual and numeric series
- Hide and show rows, columns and entire worksheets
- Create your own formulas
- Use Excel functions the professional way using Formula AutoComplete
- Understand absolute, relative and mixed cell references
- Create cross-worksheet formulas
- Add trend lines and moving averages to charts to forecast future values from non-cyclical data
- Use Forecast Sheets to forecast future values from cyclical data
- Use 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 templates
- Create both textual and graphical cell comments

Companies 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.

- Sales Rank: #73517 in Books
- Published on: 2016-01-05
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- Number of items: 1
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- Binding: Paperback
- 372 pages

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## Most helpful customer reviews

8 of 8 people found the following review helpful.

Still The Head Of The Class

By B. Allen

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 deliberate 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.

0 of 0 people found the following review helpful.

Better than classroom

By smitty

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

0 of 1 people found the following review helpful.

Five Stars

By Jaime Troncoso

Bueno

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