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Learn Excel 2016 Expert Skills With The Smart Method: Courseware Tutorial Teaching Advanced Techniques

Synopsis

This book is very, very different to any other Kindle book you have ever read. You'll notice the first difference as soon as you open it because it is published in 's new Print Replica format. This full-color format preserves the beautifully crafted, rich graphical layout of each page.This Excel 2016 book is for users who want to upgrade their basic Excel 2016 skills to true expert level. It will teach you to master all of Excel 2016's advanced features. If you are an absolute beginner you need our Excel 2016 Essential Skills book.The Smart Method provides an entirely new and better way to master advanced Excel 2016 features. Here's just four of the many ways in which the book is unique:This book won't waste your time by teaching basic Excel 2016 skills that you already know. All of that material is covered already in our beginner's Excel 2016 Essential Skills book. By assuming that you are already able to use Excel's basic features, far more ground can be covered. 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 pages. You can complete each self-contained lesson in a few minutes.Each lesson has a sample file that models a real-world business problem. You'll immediately appreciate the value and relevance of each skill you learn. Advanced concepts are explained without needless technical jargon. Everything is concisely described in a simple, no-nonsense way. No matter what your background is, this book will enable you to master Excel 2016's most advanced features in a fraction of the time needed when learning from conventional text books.Here is a small selection from the many advanced Excel skills you will learn:Master dynamic tables using automatic, manual, qualified and unqualified structured table referencesUse advanced filters to apply complex logical criteriaUse Excel's Subtotal feature to create both regular and nested subtotals Use formula-driven validations to enforce complex business rulesImplement a hyperlink-based navigation system to allow users to easily navigate large workbooksCreate beautiful interactive forms using checkbox, combo box, command button, text box and option button controlsRecord macros with both absolute and relative referencesUse slicers to allow touch-screen users to quickly filter Pivot Tables by multiple criteriaUnderstand primary and foreign keys and use them to create both one-to-many and many-to-many relationshipsUnderstand OLAP pivot tables and use them to analyze data residing in a data modelCreate a 3D Map video tour with multiple scenes using both single and multiple visualization layers Use Get & Transform queries to extract, clean and combine data from Web Pages, Databases and WorksheetsUse Get & Transform to create a de-normalized data extract from a multi-table relational databaseCompanies 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, Â Volvo, The BBC, British Petroleum, The Foreign and Commonwealth Office, Unilever, The Institute of Chartered Accountants, The Ministry of Defence, Â Keele University, Deutsche Bank, HBOS, Transport For London, The Performing Rights Society, Scottish Power, The Office of the Parliamentary Ombudsman, BAE Systems, RBS, Â The British Museum, The National Gallery, Â Pokerstars, Marks & Spencer, Virgin, O2, BMW... and many, many others.

Book Information

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Customer Reviews

This is an excellent upgrade to Essentials/Expert series Mike has been writing for years. His method is clear cut and every lesson is laid out with a mind towards progressing as you go through the book. He even rearranged the chapters a little, I assume his feedback dictated this. Some might ask why there is no Kindle version but I think that would greatly take away from the style of learning Mike has created for these books.Chapter eleven (Create Get and Transform Queries) is a new addition to the book for Excel 2016. I look forward to getting the team up and running with this feature before moving them onto more advanced books.The chapters are not described as of this writing so here you go:Session One: Table and rangesSession Two: Data integration, subtotals and

integrationSession Three: Advanced functionsSession Four: Using names and the formula auditing toolsSession Five: What if analysis and securitySession Six: Working with hyperlinks, other applications and workgroupsSession Seven: Forms and macrosSession Eight: Pivot TablesSession Nine: Data Modeling, OLAP, and business intelligenceSession Ten: 3D mapsSession Eleven: Create get and transform queries

Great book on Excel and I thought I knew a lot, but apparently nothing compared to Mike Smart. Each Lesson is short and easy to follow and are on two facing pages, which makes it easy to follow and complete. It treats the reader with respect by providing a clear instruction of what to do followed by how to do it, if you need it with optional material in the margin. It also avoids repetition. The material is divided into Lessons and Sessions, which makes it easy to take a break after each session and Mike explains why this is important for learning. The exercises are easy to follow and build on existing Excel skills.

As far as "textbook" style books go this one is excellent. It takes a hands-on approach walking you through the steps of whatever feature the book is introducing. You'll never find yourself flipping the pages because you're wondering when it's going to get to the point.Itt explains so many useful things that will make your life easier. I'm only on section 2 and already I've learned a few things I wish I had known before. I'm embarrased about how much extra work I used to do because I didn't know any better. Some highlights for me were sorting by columns, printing only the currently visible data after a filter has been applied, filtering by multiple criteria at once, highlighting a range without having to scroll .all the way down or selecting everything on the worksheet, etc. Overall a great book.

I strongly recommend this and the follow up book to anyone interested in learning excell.

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