

The book was found

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

Learn
Excel 2016 for Windows
Expert Skills
With The Smart Method

This course will teach you how to use Excel's advanced features to streamline your work.

By the end of the course you'll be able to create sophisticated business tools such as the mortgage calculator shown below.



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

Mike Smart



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 are 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 references Use advanced filters to apply complex logical criteria Use Excel's Subtotal feature to create both regular and nested subtotals Use formula-driven validations to enforce complex business rules Implement a hyperlink-based navigation system to allow users to easily navigate large workbooks Create beautiful interactive forms using checkbox, combo box, command button, text box and option button controls Record macros with both absolute and relative references Use slicers to allow touch-screen users to quickly filter Pivot Tables by multiple criteria Understand primary and foreign keys and use them to create both one-to-many and many-to-many relationships Understand OLAP pivot tables and use them to analyze data residing in a data model Create 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 Worksheets Use Get & Transform to create a de-normalized data extract from a multi-table relational database 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, The British Museum, The National Gallery, Pokerstars, Marks & Spencer, Virgin, O2, BMW... and many, many others.

Book Information

File Size: 33091 KB

Print Length: 506 pages

Publisher: The Smart Method Ltd (May 12, 2016)

Publication Date: May 12, 2016

Sold by: Digital Services LLC

Language: English

ASIN: B01FMU85G8

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #321,510 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #368

in Books > Computers & Technology > Business Technology > Software > Spreadsheets #452

in Kindle Store > Kindle eBooks > Computers & Technology > Networking > Networks, Protocols &

API's #3130 in Books > Computers & Technology > Software

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 ranges Session Two: Data integration, subtotals and

integration
Session Three: Advanced functions
Session Four: Using names and the formula auditing tools
Session Five: What if analysis and security
Session Six: Working with hyperlinks, other applications and workgroups
Session Seven: Forms and macros
Session Eight: Pivot Tables
Session Nine: Data Modeling, OLAP, and business intelligence
Session Ten: 3D maps
Session 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. It 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 embarrassed 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 excel.

[Download to continue reading...](#)

Learn Excel 2016 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques
Learn Excel 2013 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques
Learn ASP.NET 4.5, C# and Visual Studio 2012 Expert Skills with The Smart Method: Courseware tutorial for self-instruction to expert level
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level
EXCEL: From Beginner to Expert - 2 Manuscripts + 2 BONUS BOOKS - Excel for Everyone, Data Analysis and Business Modeling (Functions and Formulas, Macros, MS Excel 2016, Shortcuts,

Microsoft Office) Leadership: Management Skills, Social Skills, Communication Skills - All The Skills You'll Need (Conversation Skills, Effective Communication, Emotional ... Skills, Charisma Book 1) Skills for Success with Excel 2016 Comprehensive (Skills for Success for Office 2016 Series) SEO 2016 Learn Search Engine Optimization With Smart Internet Marketing Strategies: Learn SEO with smart internet marketing strategies Excel: QuickStart Guide - From Beginner to Expert (Excel, Microsoft Office) MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams (MOS Study Guide) Communication Skills: 101 Tips for Effective Communication Skills (Communication Skills, Master Your Communication, Talk To Anyone With Confidence, Leadership, Social Skills) Advanced Health Assessment of Women, Third Edition: Clinical Skills and Procedures (Advanced Health Assessment of Women: Clinical Skills and Pro) Servlet, JSP and Spring MVC: A Tutorial (A Tutorial series) Servlet & JSP: A Tutorial (A Tutorial series) The Teaching Files: Interventional: Expert Consult - Online and Print, 1e (Teaching Files in Radiology) Excel VBA Programming: Learn Excel VBA Programming FAST and EASY! (Programming is Easy) (Volume 9) Learn Spanish Step by Step: Spanish Language Practical Guide for Beginners (Learn Spanish, Learn German, Learn French, Learn Italian) Learn French Step by Step: French Language Practical Guide for Beginners (Learn French, Learn Spanish, Learn Italian, Learn German) Excel 2016 For Dummies (Excel for Dummies) Power Pivot and Power BI: The Excel User's Guide to DAX, Power Query, Power BI & Power Pivot in Excel 2010-2016

[Dmca](#)