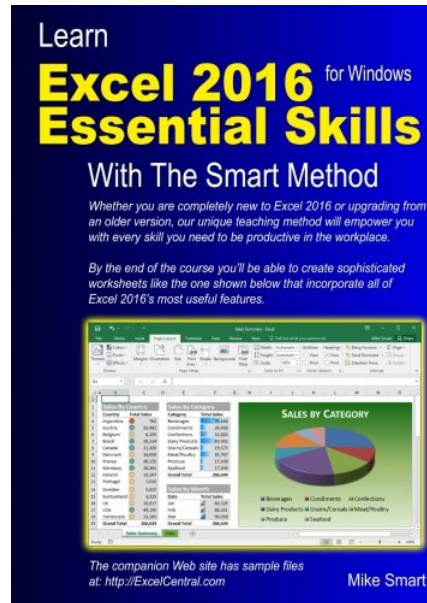


EVqSY [Free PDF File] Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level



CONTINUE ►

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 Cover Amongst other things you'll learn how to: Create stunning, professional, presentation-quality charts Use Flash Fill feature to split, concatenate and format text and date values Use Cloud Computing features to share data Use the Versions feature to recover lost data Understand absolute, relative and mixed cell references Use Forecast Sheets to forecast future values from cyclical data Use the Themes feature to create visually excellent worksheets Use Sparklines to visually represent large data sets Bring your data alive with Visualizations Create custom conditional formatting rules with the Rules Manager Create your own formulas with the Formula Autocomplete feature Master the Excel 2016 Fluent User Interface and Ribbon Companies who have taken Smart Method courses include: AOL Time Warner, The United States Army, Da

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 Cover Amongst other things you'll learn how to: Create stunning, professional, presentation-quality charts Use Flash Fill feature to split, concatenate and format text and date values Use Cloud Computing features to share data Use the Versions feature to recover lost data Understand absolute, relative and mixed cell references Use Forecast Sheets to forecast future values from cyclical data Use the Themes feature to create visually excellent worksheets Use Sparklines to visually represent large data sets Bring your data alive with Visualizations Create custom conditional formatting rules with the Rules Manager Create your own formulas with the Formula Autocomplete feature Master the Excel 2016 Fluent User Interface and Ribbon Companies who have taken Smart Method courses include: AOL Time Warner, The United States Army, Da

Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level pdf free
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level epub download

Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level online
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level epub download

Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level epub vk
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level pdf download

Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level read online
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level epub
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level vk
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level pdf
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level amazon
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level free
download pdf
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level mobi
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level PDF -
KINDLE - EPUB - MOBI
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level download
ebook PDF EPUB, book in english language
[download] Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level
in format PDF
Learn Excel 2016 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level download
free of book in format