

Learn Excel 2007 Essential Skills with The Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level

By Mike Smart

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This Excel 2007 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 2007. Here are just four of the many ways in which this book is unique:

- The book will equip you with excellent Excel 2007 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.

The advanced teaching method used in this book will enable you to master Excel in a fraction of the time needed when learning from conventional text books. 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.

Amongst other things you'll learn how to:

- Master Excel 2007's new Fluent User Interface and Ribbon
- Understand the new Excel 2007 file formats and when to use them
- Create your own formulas with the new Formula AutoComplete feature
- Create cross worksheet formulas
- Understand absolute, relative and mixed cell references
- Create stunning, professional, presentation-quality charts

- Use the new Themes feature to create visually excellent worksheets
- Use Excel 2007's new Trend Line feature
- Bring your data alive with Excel 2007's stunning Visualizations
- Create custom conditional formatting rules with the new Rules Manager
- Add a professional sheen to your work with 3-D Elements
- Understand and work with three-dimensional worksheet groups

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...

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Editorial Review

From the Publisher
This book provides the fastest possible route to master Excel 2007 by self-study. It is also suitable for use by training organizations, teachers, schools and colleges to provide structured, objective-led, and highly effective classroom courses.

Whether you are completely new to Excel 2007 or upgrading from an older version, the unique teaching method will empower you with every skill needed to be productive in the workplace. By the end of the book you'll be able to create sophisticated worksheets that incorporate all of Excel 2007's most useful features. Your Excel skills will be significantly better than those of the average office worker.

We've used years of experience from our classroom courses to perfect our teaching method. This book uses the same teaching techniques to enable you to master Excel in a fraction of the time needed when learning from conventional text books.

This is the book we use to teach our Excel 2007 Essential Skills course. The content of the book has been carefully chosen to cover all of the most important skills needed in the average office environment.

Smart Method courses have been taken by a varied cross-section of the world's leading companies. We've had fantastic feedback from the vast number of professionals we've empowered with Excel skills.

Companies who have taken Smart Method courses include: AOL Time Warner, Daimler Chrysler, HSBC, Barclays, American Express, Allied Irish Banks, Imperial Tobacco, Motorola, Volvo, The BBC, British Petroleum, The Foreign and Commonwealth Office, Unilever, The Institute of Chartered Accountants, The Ministry of Defence, The United States Army, 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.

From the Back Cover

About The Smart Method

- *The Smart Method* develop and run IT courses.
- We've trained many of the world's largest companies in England, Europe and America.
- This book is used as the basis for The Smart Method's *Excel 2016 Expert Skills* course and is equally useful for self-learning.
- Our unique teaching method is fun, absorbing and virtually 100% effective.
- When you've tried *The Smart Method* you won't want to learn any other way!

About the Author
Mike Smart is the founder and CEO of The Smart Method. In Mike's long career as an IT consultant, Mike specified, designed and delivered IT solutions for large corporations all over the world. In 2002 Mike decided to specialize in IT training and founded The Smart Method. >Mike has personally taught classroom Excel courses to delegates from many of the world's largest companies in England, Europe and America. Mike has run courses for bankers, engineers, accountants, teachers, broadcasters, retailers, insurance brokers, aircraft manufacturers, government departments, on-line gaming companies, telecom workers, oil workers,

car manufacturers, power companies... and for many other professions. This has given him a unique insight into the diverse ways in which Excel is used by both large and small businesses.

By carefully observing the areas that students find the most difficult to understand, Mike has constantly refined his Smart Method teaching technique over a period of more than ten years. In 2008 Mike realized that he could only ever teach a few thousand students in his classroom courses but could help millions of students by producing his Excel courses in book form. His first Excel books (covering Excel 2007) rapidly became best sellers and his books have topped best seller lists ever since.

In his spare time, Mike enjoys playing jazz piano, riding his motorbike and sliding down snowy mountains on two wooden sticks.

Users Review

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Melanie Tuck:

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