



Learn Excel 2010 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 2010 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 2010. Here are just four of the many ways in which this book is unique:

- The book will equip you with excellent Excel 2010 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:

- Create stunning, professional, presentation-quality charts
- Use the Themes feature to create visually excellent worksheets
- Use the new Excel 2010 Sparklines to visually represent large data sets
- Use the new Excel 2010 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
- Bring your data alive with Visualizations
- Create custom conditional formatting rules with the new Rules Manager
- Streamline your work by creating your own custom templates
- Create both textual and graphical cell comments
- 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 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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