

Learn Excel 2007 Essential Skills with The Smart Method: Courseware Tutorial for Self-instruction to Beginner and Intermediate Level

Learn Excel 2007 Essential Skills with the Smart Method 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 Full description

From the Back Cover

Who is this book for?

This book provides the fastest possible route to mastering Excel 2007.

This book is for Excel 2007 users who are:

- Absolute beginners needing to quickly acquire Excel 2007 skills
- Moving to Excel 2007 from an earlier version
- Self-taught but want to learn the correct professional techniques
- Teachers who wish to run Excel 2007 training courses

Why this book is different

At *The Smart Method* we've trained a vast number of people, from all ability levels and backgrounds, to be thoroughly competent with Excel in a single day. Even if they have never seen Excel before!

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 what it is reasonably possible to learn in one, intensive day's course. All of the most important skills needed in the workplace are covered.

What you will learn

Amongst other things you will 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.

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.

- Amazon Sales Rank: #80301 in Books
- Brand: The Smart Method Ltd
- Published on: 2008-11-01
- Released on: 2008-11-01
- Original language: English
- Number of items: 2
- Dimensions: 11.69" h x .68" w x 8.27" l, 1.72 pounds
- Binding: Paperback

- 300 pages

Features


- New
- Mint Condition
- Dispatch same day for order received before 12 noon
- Guaranteed packaging
- No quibbles returns

Learn Excel 2007 Essential Skills with The Smart Method: Courseware Tutorial for Self-instruction to Beginner and Intermediate Level por Mike Smart fue vendido por £14.99 cada copia.. Regístrese ahora para tener acceso a miles de libros disponibles para su descarga gratuita. El registro fue libre.

Learn
**Excel 2007
Essential Skills**
With The Smart Method

Whether you are completely new to Excel 2007 or upgrading from an older version, our unique teaching method will empower you with every skill you need to be productive in the workplace.

By the end of the course you'll be able to create sophisticated worksheets like the one shown below that incorporate all of Excel 2007's most useful features.



The screenshot shows an Excel 2007 worksheet titled 'Sales Summary'. It features three tables: 'Sales by Country', 'Sales by Category', and 'Sales by Month'. A 3D pie chart titled 'SALES BY CATEGORY' is displayed on the right side of the worksheet. The pie chart is divided into segments representing different product categories: Beverages, Condiments, Confections, Dairy Products, Grains/Cereals, Meat/Poultry, Produce, and Seafood. The 'Grand Total' for all sales is 306,684.

The companion Web site has sample files at: www.ExcelCentral.com

Mike Smart

- Titulo del libro : Learn Excel 2007 Essential Skills with The Smart Method: Courseware Tutorial for Self-instruction to Beginner and Intermediate Level
- ISBN: 0955459915
- Autor: Mike Smart

Debido a un problema de derechos de autor, debes leer Learn Excel 2007 Essential Skills with The Smart Method: Courseware Tutorial for Self-instruction to Beginner and Intermediate Level en línea. Puedes leer Learn Excel 2007 Essential Skills with The Smart Method: Courseware Tutorial for Self-instruction to Beginner and Intermediate Level en línea usando el botón a continuación.

LEER ON-LINE

