



# **Learn Excel 2010 Essential Skills with The Smart Method: Courseware Tutorial for Self-Instruction to Beginner and Intermediate Level**

*Mike Smart*

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# Learn Excel 2010 Essential Skills with The Smart Method: Courseware Tutorial for Self-Instruction to Beginner and Intermediate Level

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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.

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:

- Master Excel 2010's Fluent User Interface and Ribbon
- Understand the Excel 2010 file formats and when to use them
- Create your own formulas with the Formula AutoComplete feature
- Use the new Excel 2010 Versions feature to recover lost data
- 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
- Bring your data alive with Excel 2010'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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