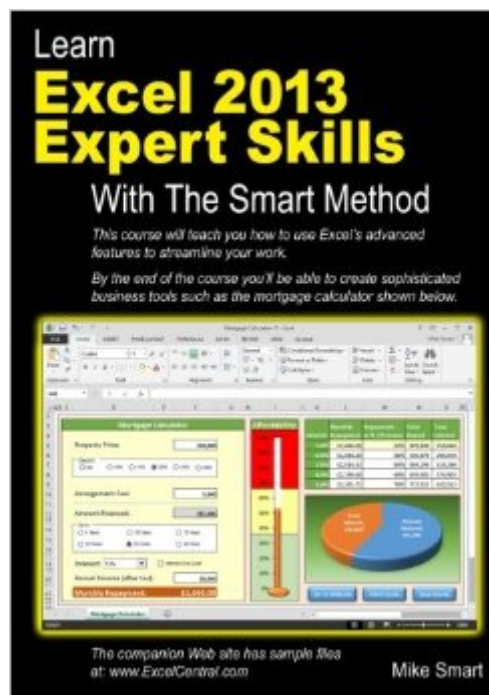


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# Learn Excel 2013 Expert Skills With The Smart Method: Courseware Tutorial Teaching Advanced Techniques



## Synopsis

This Excel 2013 book is for users who want to upgrade their basic Excel 2013 skills to true expert level. It will teach you to master all of the Excel 2013 advanced features. If you are an absolute beginner you need our Excel 2013 Essential Skills book. The 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 master advanced Excel 2013 features. Here's just four of the many ways in which the book is unique: This book won't waste your time by teaching basic Excel 2013 skills that you already know. All of that material is covered already in our beginner's Excel 2013 Essential Skills book. By assuming that you are already able to use the Excel 2013 basic features, far more ground can be covered. 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 you learn. Advanced concepts are explained without needless technical jargon. Everything is concisely described in a simple, no-nonsense way. No matter what your background is, this book will enable you to master Excel's most advanced features. Amongst other things you'll learn how to: Master dynamic tables using automatic, manual, qualified and unqualified structured table references Use advanced filters to apply complex logical criteria Use Excel's Subtotal feature to create both regular and nested subtotals Use formula-driven validations to enforce complex business rules Implement a hyperlink-based navigation system to allow users to easily navigate large workbooks Create beautiful interactive forms using checkbox, combo box, command button, text box and option button controls Record macros with both absolute and relative references Execute macros from button controls Use slicers to allow touch-screen users to quickly filter Pivot Tables by multiple criteria Perform What-If analysis to model and compare business scenarios Use advanced functions to solve real-world business problems Understand and use all of Excel's security features Completely understand Excel 2013's new ability to create OLAP cubes Understand primary and foreign keys and use them to create both one-to-many and many-to-many relationships Use Excel 2013's new OLAP Pivot Tables to present OLAP cube data 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, The British Museum, The National Gallery, Pokerstars, Marks & Spencer, Virgin, O2, BMW... and many, many others.

## Book Information

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## Customer Reviews

I also have the Essentials book and it is a GREAT book used in a class. I wanted the Expert version and was initially misled by blank pages and returned for another copy. Pages are left blank on purpose. was quick to respond to send another copy but it was not necessary as they were also unaware of the intentional blank pages which the publisher confirmed.

Best EXCEL book (out of six), I have ever ordered for the following reasons:-Lesson plans logically build on one another;-Chapter reviews ask questions that involve the need to incorporate skills you learned from prior lessons;-Advanced book clearly explains pivot tables in a way no book I have ever purchased has in the past;-Book purchase includes lots of free downloads including practice materials;-Finally, the price of the book given the quality, cant be beat.Both my mom and sister ended up ordering both books in this series because they were using my two so frequently.

I have ordered and read many Excel books and this book ranks tops as it teaches you and helps you learn by letting you practice what you learned. The short lessons serve as reference points for future use. This book is better than taking a live course because you get the more material than the easy examples taught in most seminars. This is a must for anyone who likes Excel and it matches

any skill level. I learned so much in the first few lessons that I was tempted to go through the whole book and allow it to refresh my skills.

This is an excellent program but be sure to subscribe to the on-line video version as well. You get additional instructions not included only with the book. I didn't realize how much I didn't know from previous learning forums.

I can say only good words about this book:- It's very practical- It's concise and at the same time very well explained- It saves your time and money- It's a fantastic book and I recommend it everybody, who wants study Excel's advanced features

This is an excellent book to increase your knowledge of Microsoft Excel. The book is well written and the instructions are very easy to understand. Very helpful information to be used at home or out in the working world. Highly recommend.

Great price, awesome EXCEL info--I have used Excel for years, and I learned some new Excel 2013 techniques I never knew before! If you are just learning Excel, you may want to start with the companion volume, EXCEL ESSENTIAL SKILLS. Both SMART Excel books are excellent.

Mike Smart's books on Excel are the best. I am a person that actually dislikes Excel because it has been hard for me to learn. However, Mike's books are clear and informative, and I am actually learning the darn program! Now that I am actually learning Excel, I realize how incredible of a software it is.

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