Fully updated for the Excel September 2017 release

Many Excel 2016 books date back to the first release of Excel 2016 (in September 2015).

Excel 2016 is the first Excel version that Microsoft continually update twice each year with new features. This book has been completely updated to cover the **September 2017 Version 1708 Semi-Annual*** update to Excel 2016.

Why you should use this book

■ **It is up-to-date.** The original version of Excel 2016 was released in September 2015. This book is continually updated to match the latest semi-annual release of Excel 2016. This means that the screen grabs will exactly match what you see on your screen and the instructions will be easy to follow. It can be very frustrating to try to learn Excel 2016 using an out-of-date book.

■ **Learning success is guaranteed.** For over fifteen years, Smart Method® classroom courses have been used by large corporations, government departments and the armed forces to train their employees. This book has been constantly refined (during hundreds of classroom courses) by observing which skills students find difficult to understand and then developing simpler ways of explaining them. This has made the book effective for students of all ages and abilities. We have never had a student who has failed to learn Excel after taking one of our courses.

■ **It is the book of choice for teachers.** As well as catering for those wishing to learn Excel by self-study, Smart Method® books have long been the preferred choice for Excel teachers as they are designed to teach Excel and not as reference books. Books follow best-practice adult teaching methodology with clearly defined objectives for each learning session and an exercise to confirm skills transfer. With single, self-contained lessons the books cater for any teaching or self-learning period (from minutes to hours).

■ **Smart Method® books are #1 best sellers.** Every paper printed Smart Method® Excel book (and there have been ten of them starting with Excel 2007) has been an Amazon #1 best seller in its category. This provides you with the confidence that you are using a best-of-breed resource to learn Excel.

■ **No previous exposure to Excel is assumed.** You will repeatedly hear the same criticism of most Excel books: "you have to already know Excel to understand the book". This book is different. If you've never seen Excel before, and your only computer skill is using a web browser, you'll have absolutely no problems working through the lessons. No previous exposure to Excel is assumed and everything is explained clearly and in a simple way that absolutely any student, of any age or ability, can easily understand.

■ **It focuses upon the everyday Excel skills used in the workplace.** This *Essential Skills* book will equip you with excellent Excel 2016 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.

■ **It covers both versions of Excel:** There are now two Windows versions of Excel 2016: **Excel 2016** (the pay-once version) and **Excel 2016 for Office 365 Subscribers** (the subscription version). Great care has been taken to avoid confusion caused by the differences between the two versions. Where there are differences, you'll always find them clearly documented within the text of this book.

* Excel Version 1708 (September 2017) was released to the *Semi-Annual (Targeted)* channel on Sept 12, 2017 and to the *Monthly Channel* on Sept 18, 2017. It will be released to the *Semi-Annual* channel in January 2018. You'll learn more about update channels in: *Lesson 1-2: Check that your Excel version is up to date.*

Learn Excel in just a few minutes each day (or in as little as one full day)

Excel is a huge and daunting application and you'll need to invest some time in learning the skills presented in this book. This will be time well spent as you'll have a hugely marketable skill for life. With 1.2 billion users worldwide, it is hard to imagine any non-manual occupation today that doesn't require Excel skills.

This book makes it easy to learn at your own pace because of its unique presentational style. The book contains short self-contained lessons and each lesson only takes a few minutes to complete.

You can complete as many, or as few, lessons as you have the time and energy for each day. Many learners have developed Excel skills by setting aside just a few minutes each day to complete a single lesson. Others have worked through the entire book in a single day.

## Hardly anybody understands how to use <u>every</u> Excel feature

By the end of this *Essential Skills* book you will have excellent Excel skills, good enough to impress any employer, and your Excel skills will be better than most office workers (even those with many years of experience). You'll be able to create beautifully laid-out worksheets that will really impress. You'll also have mastered many advanced features that few Excel users understand such as absolute and relative cell references, visulizations, advanced charts, conditional formatting, date serial numbers, themes and cloud computing.

It is important to realize that Excel is probably the largest and most complex software application ever created. Hardly anybody understands how to use *every* Excel feature and, for almost all business users, large parts of Excel's functionality wouldn't even be useful.

Many learners make the fundamental error of trying to learn from an Excel reference book that attempts to document (though not teach) *everything* that Excel can do. Of course, no single book could ever actually do this. (There are some advanced Excel features that easily justify an entire book of their own).

We also have a follow-on book that will teach you expert-level skills

The *Expert Skills* book teaches Excel to an extremely high level of competence that is very rarely found in the workplace (even amongst top professionals). At *Expert* level your skills will be greater and broader than almost all other Excel users and you will understand (and be able to use) absolutely every Excel feature. You'll have a complete mastery of skills that are often even a mystery to Excel power users.
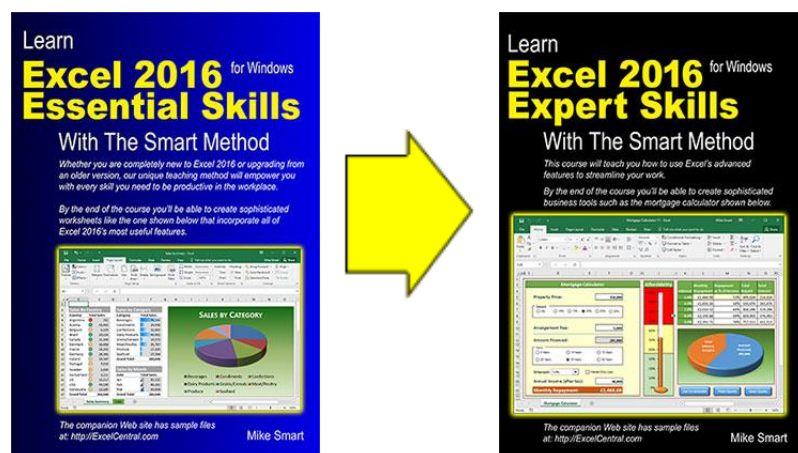
The full course outlines for the *Expert Skills* book can be viewed at the http://ExcelCentral.com web site.