

Why you should use this book

- **It is up-to-date.** Excel 2016 is the first Excel version that is continually updated (by regular automatic updates). This book is also 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 It can be very frustrating to try to learn Excel 2016 using an out-of-date book.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® 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.
- **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 eight 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.
- **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. In some cases two different versions of the same lesson are provided (one for Excel 2016 users and one for Office 365 users).
- **It separates OLAP skills from mainstream Excel skills:** Excel 2016 now bundles several OLAP related "Power" tools that could be regarded as separate applications. While these tools will be useful to some expert users, others may not want to invest the time needed to learn them (along with the relational database skills needed to properly understand them). For this reason OLAP and relational modeling skills are covered in three dedicated sessions (covering data modeling, OLAP Pivot Tables, 3D Maps and Get & Transform) rather than being jumbled up with regular Excel lessons.
- **It won't waste your time by teaching basic Excel 2016 skills that you already know.** All of that material is covered already in our beginner's *Excel 2016 Essential Skills* book. By assuming that you are already able to use Excel's basic features, far more ground can be covered.
- **It is written in plain English.** Advanced concepts are explained without needless technical jargon. Everything is concisely described in a simple, no-nonsense way.
- **It teaches to true Expert level:** This *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 effectively use) absolutely every Excel feature. You'll have a complete mastery of skills that are often even a mystery to Excel power users.
- **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.