

Why you should use this book to learn Excel 365.

- **It covers the Excel 365 version of Excel.** There are now two current Windows versions of Excel: **Excel 2021** (the pay-once version) and **Excel 365** (the subscription version that has more features and a different user interface). This book is specifically written for Excel 365 for Windows. It can be very frustrating to try to learn Excel 365 using an Excel 2021 book.
- **It is up-to-date.** A new Excel current version is released every month* and automatically updated on your computer. A new edition of this book is published when significant new features are added. This means that new features are covered and the screen grabs should exactly match what you see on your screen. It can be very frustrating to try to learn Excel 365 using an out-of-date book.
- **It covers all of the new Excel 365 features.** This book will teach you Custom Data Types, Automatic Data Analysis, Natural Language Queries, Dynamic Arrays, Fuzzy Matching and Spilled Ranges. You'll also master the new dynamic array functions (including XLOOKUP, XMATCH, UNIQUE, SEQUENCE, FILTER, SORT, SORTBY, FILTER). Dynamic arrays are a game-changing feature that provides a new way of working for many common business tasks.
- **It provides a thorough coverage of Power Pivot, Power Query, and DAX.** Many Excel books regard Excel's sophisticated OLAP tools as being "out of scope". Excel 365 includes Power Pivot, an advanced professional tool for designing OLAP multi-dimensional reporting databases. This book will not only teach you DAX but will also give you all the OLAP data modeling skills you need in order to use Power Pivot, Get & Transform/Power Query and DAX measures effectively. OLAP empowers Excel analysts to work with "Big Data" (data that can potentially have billions of rows).
- **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 and Power Pivot feature. You'll have a complete mastery of skills that are often even a mystery to Excel power users.
- **It won't waste your time by teaching basic Excel 365 skills that you already know.** This isn't a beginner's book. If you are an absolute beginner, you need our *Excel 365 Essential Skills* book. By assuming that you are already able to use Excel's basic features, far more ground can be covered.
- **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 34 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.

Master Excel expert skills by setting aside just a few minutes each day

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 expert-level skills by setting aside just a few minutes each day to complete a single lesson.

* Excel 365 Version 2201 was released to the current update channel on Jan 26, 2022. You'll learn more about update channels, builds and versions later, in: Lesson 1-1: Understand Update Channels and Lesson 1-2: Check that your Excel version is up to date.