

Why you should use this book to learn Excel 365 for Windows.

- **There are different books for the Excel 365 and Excel 2021 versions 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). It can be very frustrating to try to learn Excel 365 using an Excel 2021 book (or to try to learn Excel 2021 with an Excel 365 book).
- **It is up-to-date.** A new Excel current version is released every month* and automatically updated on your computer. A new editions 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 It can be very frustrating to try to learn Excel using an out-of-date book.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.
- **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.
- **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 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.

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 Excel users, 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.