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The July 2018 release of the 2016 Expert Skills course contains 202 lessons across 11 sessions. This will increase with each semi-annual release as Microsoft add new features to Excel (we ' re already preparing a lot of new material for the January 2019 semi-annual release).

Learn Excel 2016 Expert Skills with The Smart Method ...

5.0 out of 5 stars Learn Excel 2016 Expert Skills with The Smart Method. Very concise and well-explained manual. All the working files are available online and most of the lessons are also available online (robot voice) if you have an issue. If you have excel 2019, there is a

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You can find the sample files for 2016 Expert Skills on the 2016 Expert Skills page. Lesson 1-3 does not require the data to be placed inside a Table in order to work. Using the Data > Sort & Filter > Filter option will work as shown in the lesson. If this isn ' t working for you, the most likely explanation is that you are not using Excel 2016.

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Lesson 5-2: Create a two-input data table206

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Expert-level candidates for the Excel 2016 exam have an advanced understanding of the Excel environment and have the ability to guide others to the proper use of the program ' s features. They create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations. They customize their Excel environments to meet project needs and to enhance productivity.

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This Excel 2016 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 learn Excel 2016. Here are just four of the many ways in which this book is unique: The 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. 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 as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no-nonsense way. From the Back Cover Amongst other things you'll learn how to: Create stunning, professional, presentation-quality charts Use Flash Fill feature to split, concatenate and format text and date values Use Cloud Computing features to share data Use the Versions feature to recover lost data Understand absolute, relative and mixed cell references Use Forecast Sheets to forecast future values from cyclical data Use the Themes feature to create visually excellent worksheets Use Sparklines to visually represent large data sets Bring your data alive with Visualizations Create custom conditional formatting rules with the Rules Manager Create your own formulas with the Formula Autocomplete feature Master the Excel 2016 Fluent User Interface and Ribbon 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, Marks & Spencer, Virgin, O2, BMW... and many, many others."

This book is suitable for both Excel beginners and seasoned experts. In this Excel 2016 book you'll learn how to use and apply advanced Excel skills to construct a robust Excel business

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This 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 learn Excel. You'll immediately appreciate the value and relevance of each skill as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no-nonsense way. Amongst other things you'll learn how to: Visually filter data using Slicers, master dynamic tables and structured table references, enforce complex business rules using function-driven custom validations, perform What-If analysis to model and compare business scenarios, use advanced functions to solve real-world business problems, create intuitive user interfaces using form controls, eliminate errors using Excel's advanced formula auditing tools, understand and use all of Excel's security features, design advanced Pivot Tables, create and use dynamic and table-based range names, record macros and then execute them from button controls, use Excel's three different sharing methods for efficient teamwork.

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At long last there is now a professional Excel course available for Mac users This book is only for the Apple Mac version of Excel 2016. (There's also an Excel for Windows version available (ISBN: 978-1-909253-08-7). This Excel 2016 for Mac 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 learn Excel 2016 for Mac. Here are just five of the many ways in which this book is unique: The book will equip you with excellent Excel 2016 for Mac 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 Excel 2016 for Mac Expert Skills book. 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, Excel 2016 for Mac 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 as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no-nonsense way. From the Back Cover Amongst other things you'll learn how to: Create stunning, professional, presentation-quality charts Use the new Excel 2016 for Mac Cloud Computing features to share data Understand absolute, relative and mixed cell references Create stunning, professional, presentation-quality charts Use the Themes feature to create visually excellent worksheets Use

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