



Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques

By Mike Smart

Download now

Read Online ➔

Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart

This Excel 2010 book is for users who want to upgrade their basic Excel 2010 skills to true expert level. It will teach you to master all of the Excel 2010 advanced features. If you are an absolute beginner you need our Excel 2010 Essential Skills book.

The 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 master advanced Excel 2010 features. Here's just four of the many ways in which the book is unique:

- This book won't waste your time by teaching basic Excel 2010 skills that you already know. All of that material is covered already in our beginner's *Excel 2010 Essential Skills* book. By assuming that you are already able to use the Excel 2010 basic features, far more ground can be covered.
- 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.

Advanced concepts are explained without needless technical jargon. Everything is concisely described in a simple, no-nonsense way. No matter what your background is, this book will enable you to master Excel 2010's most advanced features in a fraction of the time needed when learning from conventional text books.

Amongst other things you'll learn how to:

- Visually filter data using Excel 2010's new Slicers
- Master dynamic tables using automatic, manual, qualified and unqualified

structured table references

- Use advanced filters to apply complex logical criteria
- Use Excel's Subtotal feature to create both regular and nested subtotals
- Enforce complex business rules using function driven custom validations
- Implement a hyperlink-based navigation system to allow users to easily navigate large workbooks
- Create beautiful interactive forms using checkbox, combo box, command button, text box and option button controls
- Perform What-If analysis to model and compare business scenarios
- Use advanced functions to solve real-world business problems
- Eliminate errors using Excel's advanced formula auditing tools
- Use Excel 2010's new ability to completely custom-design Ribbon tabs
- Record macros with both absolute and relative references
- Execute macros from button controls
- Understand and use all of Excel's security features
- Design advanced Pivot Tables and Pivot Charts
- Create and use dynamic and table-based range names

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...

 [Download Learn Excel 2010 Expert Skills with The Smart Meth ...pdf](#)

 [Read Online Learn Excel 2010 Expert Skills with The Smart Me ...pdf](#)

Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques

By Mike Smart

Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart

This Excel 2010 book is for users who want to upgrade their basic Excel 2010 skills to true expert level. It will teach you to master all of the Excel 2010 advanced features. If you are an absolute beginner you need our Excel 2010 Essential Skills book.

The 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 master advanced Excel 2010 features. Here's just four of the many ways in which the book is unique:

- This book won't waste your time by teaching basic Excel 2010 skills that you already know. All of that material is covered already in our beginner's *Excel 2010 Essential Skills* book. By assuming that you are already able to use the Excel 2010 basic features, far more ground can be covered.
- 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.

Advanced concepts are explained without needless technical jargon. Everything is concisely described in a simple, no-nonsense way. No matter what your background is, this book will enable you to master Excel 2010's most advanced features in a fraction of the time needed when learning from conventional text books.

Amongst other things you'll learn how to:

- Visually filter data using Excel 2010's new Slicers
- Master dynamic tables using automatic, manual, qualified and unqualified structured table references
- Use advanced filters to apply complex logical criteria
- Use Excel's Subtotal feature to create both regular and nested subtotals
- Enforce complex business rules using function driven custom validations
- Implement a hyperlink-based navigation system to allow users to easily navigate large workbooks
- Create beautiful interactive forms using checkbox, combo box, command button, text box and option button controls
- Perform What-If analysis to model and compare business scenarios
- Use advanced functions to solve real-world business problems
- Eliminate errors using Excel's advanced formula auditing tools
- Use Excel 2010's new ability to completely custom-design Ribbon tabs
- Record macros with both absolute and relative references
- Execute macros from button controls
- Understand and use all of Excel's security features
- Design advanced Pivot Tables and Pivot Charts

- Create and use dynamic and table-based range names

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...

Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart Bibliography

- Sales Rank: #185381 in Books
- Brand: Brand: The Smart Method
- Published on: 2011-10-19
- Original language: English
- Number of items: 1
- Dimensions: 11.69" h x .85" w x 8.27" l, 2.44 pounds
- Binding: Paperback
- 376 pages

 [Download Learn Excel 2010 Expert Skills with The Smart Meth ...pdf](#)

 [Read Online Learn Excel 2010 Expert Skills with The Smart Me ...pdf](#)

Download and Read Free Online Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart

Editorial Review

About the Author

Mike Smart is the founder and CEO of The Smart Method. In Mike's long career as an IT consultant, Mike specified, designed and delivered IT solutions for large corporations all over the world. In 2002 Mike decided to specialize in IT training and founded The Smart Method.

Mike has personally taught classroom Excel courses to delegates from many of the world's largest companies in England, Europe and America. Mike has run courses for bankers, engineers, accountants, teachers, broadcasters, retailers, insurance brokers, aircraft manufacturers, government departments, on-line gaming companies, telecom workers, oil workers, car manufacturers, power companies... and for many other professions. This has given him a unique insight into the diverse ways in which Excel is used by both large and small businesses.

By carefully observing the areas that students find the most difficult to understand, Mike has constantly refined his Smart Method teaching technique over a period of more than ten years.

In 2008 Mike realized that he could only ever teach a few thousand students in his classroom courses but could help millions of students by producing his Excel courses in book form. His first Excel books (covering Excel 2007) rapidly became best sellers and his books have topped best seller lists ever since.

In his spare time, Mike enjoys playing jazz piano, riding his motorbike and sliding down snowy mountains on two wooden sticks.

Users Review

From reader reviews:

Novella Tinch:

Here thing why this specific Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques are different and reputable to be yours. First of all examining a book is good nonetheless it depends in the content of it which is the content is as yummy as food or not. Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques giving you information deeper and different ways, you can find any reserve out there but there is no reserve that similar with Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques. It gives you thrill looking at journey, its open up your own eyes about the thing this happened in the world which is might be can be happened around you. You can bring everywhere like in recreation area, café, or even in your technique home by train. Should you be having difficulties in bringing the paper book maybe the form of Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques in e-book can be your alternative.

Oliver Crites:

Do you certainly one of people who can't read satisfying if the sentence chained inside straightway, hold on

guys this particular aren't like that. This Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques book is readable by simply you who hate those straight word style. You will find the facts here are arrange for enjoyable reading experience without leaving perhaps decrease the knowledge that want to offer to you. The writer connected with Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques content conveys the thought easily to understand by many individuals. The printed and e-book are not different in the content material but it just different in the form of it. So , do you nevertheless thinking Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques is not loveable to be your top collection reading book?

Thomas Brown:

Reading can called head hangout, why? Because if you find yourself reading a book especially book entitled Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques the mind will drift away trough every dimension, wandering in every aspect that maybe not known for but surely can be your mind friends. Imaging each and every word written in a book then become one web form conclusion and explanation which maybe you never get prior to. The Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques giving you an additional experience more than blown away your thoughts but also giving you useful data for your better life with this era. So now let us present to you the relaxing pattern the following is your body and mind will probably be pleased when you are finished examining it, like winning a sport. Do you want to try this extraordinary shelling out spare time activity?

Catherine Stoltenberg:

As a college student exactly feel bored in order to reading. If their teacher inquired them to go to the library or even make summary for some book, they are complained. Just small students that has reading's heart or real their hobby. They just do what the instructor want, like asked to go to the library. They go to right now there but nothing reading really. Any students feel that reading is not important, boring and can't see colorful photographs on there. Yeah, it is to be complicated. Book is very important for yourself. As we know that on this period, many ways to get whatever you want. Likewise word says, ways to reach Chinese's country. Therefore this Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques can make you truly feel more interested to read.

Download and Read Online Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart #LA6HJOZQXIU

Read Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart for online ebook

Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart books to read online.

Online Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart ebook PDF download

Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart Doc

Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart Mobipocket

Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart EPub

LA6HJOZQXIU: Learn Excel 2010 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques By Mike Smart