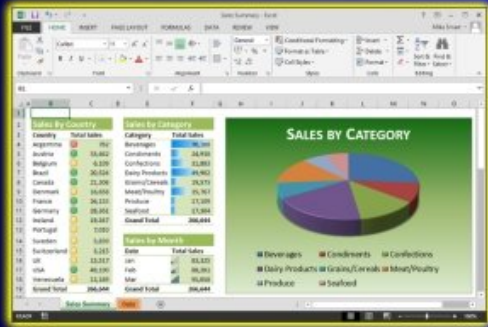


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The screenshot shows an Excel 2013 spreadsheet with a sales report. The spreadsheet is divided into three main sections: 'Sales by Country', 'Sales by Category', and 'Sales by Month'. The 'Sales by Country' section lists countries and their total sales. The 'Sales by Category' section lists categories and their total sales. The 'Sales by Month' section lists months and their total sales. A pie chart titled 'SALES BY CATEGORY' is displayed on the right side of the spreadsheet, showing the distribution of sales across different categories. The pie chart is divided into six segments, each representing a different category: Beverages, Condiments, Confections, Dairy Products or Grains/Cereals or Meat/Voultry, Produce, and Seafood.

The companion Web site has sample files at: www.ExcelCentral.com

Mike Smart

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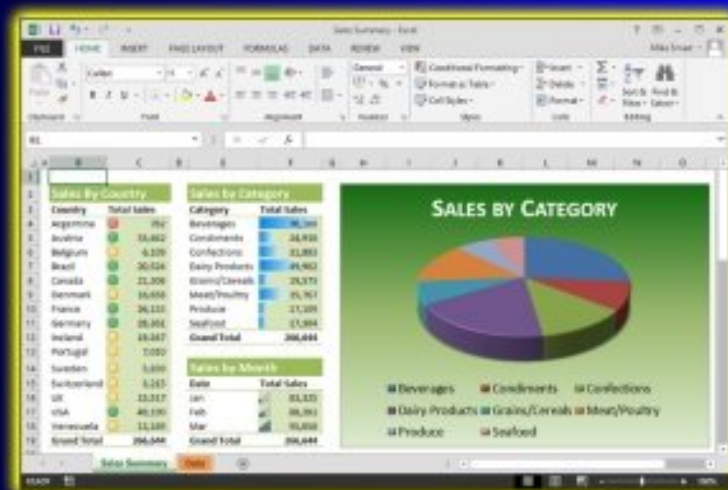
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About the Author

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 manufactures, 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.

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BY M PDF

This Excel 2013 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 2013. Here are just four of the many ways in which this book is unique:

- The book will equip you with excellent Excel 2013 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.

The advanced teaching method used in this book will enable you to master Excel in a fraction of the time needed when learning from conventional text books. 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:

- Use the new Excel 2013 Flash Fill feature to split, concatenate and format text and date values
- Use the new Excel 2013 Apps to add new functionality to worksheets
- Use the new Excel 2013 Cloud Computing features to share data
- Create stunning, professional, presentation-quality charts
- Use the Themes feature to create visually excellent worksheets
- Use the Versions feature to recover lost data
- Use AutoFill to create textual and numeric series
- Hide and show rows, columns and entire worksheets
- Create your own formulas
- Use Excel functions the professional way using Formula AutoComplete
- Understand absolute, relative and mixed cell references
- Create cross-worksheet formulas
- Add trend lines and moving averages to charts to forecast future values
- Use Sparklines to visually represent large data sets
- Bring your data alive with Visualizations

- Create custom conditional formatting rules with the Rules Manager
- Streamline your work by creating your own custom templates
- Create both textual and graphical cell comments

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.

- Sales Rank: #37098 in Books
- Published on: 2013-12-17
- Original language: English
- Number of items: 1
- Dimensions: 11.69" h x .82" w x 8.27" l, 1.91 pounds
- Binding: Paperback
- 362 pages

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Most helpful customer reviews

31 of 31 people found the following review helpful.

Head of the Class

By B. Allen

I have a vast library of Excel manuals. My usual go to one is the Missing Manual. But for learning Excel (2013) quickly, the Smart Method is excellent. Each page is a lesson. You ramp up in skill and knowledge at a deliberate pace. The writing is clear as well as the diagrams. The font is a perfect size unlike another Excel

manual I reviewed some months ago. If you are new to this version of Excel or want to improve upon your current skill set, then give this manual a try. I am sure you will find it extremely useful. It is better than the "Dummies" series, "Step by Step" or "Visual" series of books.

24 of 25 people found the following review helpful.

Must buy!

By Michael Wolfberg

This is an awesome book. I needed to learn Excel in the shortest time possible. I first bought the Excel 2013 for Dummies, read it, and it was a waste of time. Too much verbiage, not enough practical information. Didn't come with any sample files. My perception is that the Dummies series is written in such a way as to be cute, but it isn't. MIke Smart's book is right on point. It's what I was really looking for. It's very practical, you can learn an awful lot in a short time, and it comes with many sample files that you download that you can practice on, step by step. It's a great buy, and it's inexpensive. I'm just sorry that I didn't come across it first before I spent the money on the Dummy book.

12 of 12 people found the following review helpful.

This is "Essential" in your learning of Excel!

By Christian Gentleman

This book exceeds my expectations. It is more than worth what you pay for it! I would recommend this book to anyone, no matter what your level of understanding using Excel. You cannot beat the learning experience in this and the expert skills book.

I absolutely NEED this book if you are going to be a success in learning and using Excel! The "Mike Smart" books makes learning fun and will take you to an expert level!

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