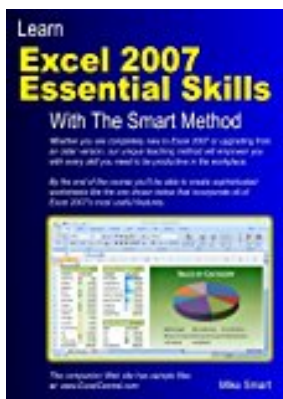


[PDF] Learn Excel 2007 Essential Skills With The Smart Method: Courseware Tutorial For Self-instruction To Beginner And Intermediate Level

Mike Smart - pdf download free book



Books Details:

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Author: Mike Smart

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Description:

From the Publisher This book provides the fastest possible route to master Excel 2007 by self-study. It is also suitable for use by training organizations, teachers, schools and colleges to provide structured, objective-led, and highly effective classroom courses.

Whether you are completely new to Excel 2007 or upgrading from an older version, the unique teaching method will empower you with every skill needed to be productive in the workplace. By the end of the book you'll be able to create sophisticated worksheets that incorporate all of Excel 2007's most useful features. Your Excel skills will be significantly better than those of the average office worker.

We've used years of experience from our classroom courses to perfect our teaching method. This book uses the same teaching techniques to enable you to master Excel in a fraction of the time needed when learning from conventional text books.

This is the book we use to teach our Excel 2007 Essential Skills course. The content of the book has been carefully chosen to cover all of the most important skills needed in the average office environment.

Smart Method courses have been taken by a varied cross-section of the world's leading companies. We've had fantastic feedback from the vast number of professionals we've empowered with Excel skills.

Companies who have taken Smart Method courses include: AOL Time Warner, Daimler Chrysler, HSBC, Barclays, American Express, Allied Irish Banks, Imperial Tobacco, Motorola, Volvo, The BBC, British Petroleum, The Foreign and Commonwealth Office, Unilever, The Institute of Chartered Accountants, The Ministry of Defence, The United States Army, 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 text refers to an alternate edition.

From the Back Cover Amongst other things you'll learn how to:

- Master Excel 2007's new Fluent User Interface and Ribbon
- Understand the new Excel 2007 file formats and when to use them
Create your own formulas with the new Formula AutoComplete feature
- Create cross worksheet formulas
Understand absolute, relative and mixed cell references
- Create stunning, professional, presentation-quality charts
Use the new Themes feature to create visually excellent worksheets
Use Excel 2007's new Trend Line feature
Bring your data alive with Excel 2007's stunning Visualizations
- Create custom conditional formatting rules with the new Rules Manager
Add a professional sheen to your work with 3-D Elements
- Understand and work with three-dimensional worksheet groups

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.

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