

Learn Excel Essential Skills Method

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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. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in

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a simple, no-nonsense way.

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."

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This book provides the fastest possible route to master Excel 2007 by self-study. It is also suitable

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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.

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Use popular data mining techniques in Microsoft Excel to better understand machine learning methods. Software tools and programming language packages take data input and deliver data mining results directly, presenting no insight on working mechanics and creating a chasm between input and output. This is where Excel can help. Excel allows you to work with data in a transparent manner. When you open an Excel file, data is visible immediately and you can work with it directly. Intermediate results can be examined while you are conducting your mining task, offering a deeper understanding of how data is

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manipulated and results are obtained. These are critical aspects of the model construction process that are hidden in software tools and programming language packages. This book teaches you data mining through Excel. You will learn how Excel has an advantage in data mining when the data sets are not too large. It can give you a visual representation of data mining, building confidence in your results. You will go through every step manually, which offers not only an active learning experience, but teaches you how the mining process works and how to find the internal hidden patterns inside the data. What You Will Learn Comprehend data mining using a visual step-by-step approach Build on a theoretical introduction of a data mining method, followed by an Excel implementation Unveil the mystery behind machine learning algorithms, making a complex topic accessible to everyone Become skilled in creative uses of Excel formulas and functions Obtain hands-on experience with data mining and Excel Who This Book Is For Anyone who is interested in learning data mining or machine learning, especially data science visual learners and people skilled in Excel, who would like to explore data science topics and/or expand their Excel skills. A basic or beginner level understanding of Excel is recommended.

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