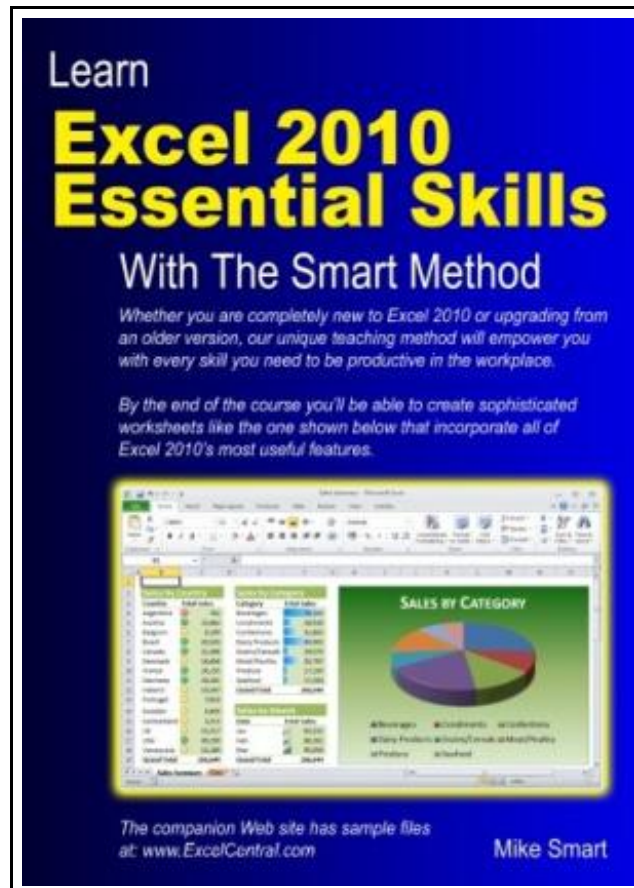


Learn Excel 2010 Essential Skills with the Smart Method: Courseware Tutorial for Self-Instruction to Beginner and Intermediate Level



Filesize: 5.8 MB

Reviews

An exceptional book as well as the font applied was fascinating to learn. It is loaded with knowledge and wisdom I am just easily can get a pleasure of studying a created book.

(Dr. Benjamin Lakin)

LEARN EXCEL 2010 ESSENTIAL SKILLS WITH THE SMART METHOD: COURSEWARE TUTORIAL FOR SELF-INSTRUCTION TO BEGINNER AND INTERMEDIATE LEVEL



The Smart Method Ltd, United Kingdom, 2011. Paperback. Book Condition: New. 295 x 208 mm. Language: English . Brand New Book. This Excel 2010 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 2010. Here are just four of the many ways in which this book is unique: The book will equip you with excellent Excel 2010 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: Master Excel 2010's Fluent User Interface and Ribbon Understand the Excel 2010 file formats and when to use them Create your own formulas with the Formula AutoComplete feature Use the new Excel 2010 Versions feature to recover lost data Create stunning, professional, presentation-quality charts Use the Themes feature to create visually excellent worksheets Use the new Excel 2010 Sparklines to visually represent large data sets Bring your data alive with...



[Read Learn Excel 2010 Essential Skills with the Smart Method: Courseware Tutorial for Self-Instruction to Beginner and Intermediate Level Online](#)



[Download PDF Learn Excel 2010 Essential Skills with the Smart Method: Courseware Tutorial for Self-Instruction to Beginner and Intermediate Level](#)

You May Also Like



Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner s Crochet Guide with Pictures)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Getting Your FREE Bonus Download this book, read it to the end and...

[Read eBook »](#)



Children s Educational Book Junior Leonardo Da Vinci : An Introduction to the Art, Science and Inventions of This Great Genius Age 7 8 9 10 Year-Olds. [British English]

Createspace, United States, 2013. Paperback. Book Condition: New. 248 x 170 mm. Language: English . Brand New Book ***** Print on Demand *****.ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to...

[Read eBook »](#)



The Healthy Lunchbox How to Plan Prepare and Pack Stress Free Meals Kids Will Love by American Diabetes Association Staff Marie McLendon and Cristy Shauck 2005 Paperback

Book Condition: Brand New. Book Condition: Brand New.

[Read eBook »](#)



Traffic Massacre: Learn How to Drive Multiple Streams of Targeted Traffic to Your Website, Amazon Store, Auction, Blog, Newsletter or Squeeze Page

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.3 Free Bonus Books Included! Attention: Online business owners. quot;Finally!...

[Read eBook »](#)



Index to the Classified Subject Catalogue of the Buffalo Library; The Whole System Being Adopted from the Classification and Subject Index of Mr. Melvil Dewey, with Some Modifications .

Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can usually...

[Read eBook »](#)

**Free to Learn: Introducing Steiner Waldorf Early Childhood Education**

Hawthorn Press Ltd. Paperback. Book Condition: new. BRAND NEW, Free to Learn: Introducing Steiner Waldorf Early Childhood Education, Lynne Oldfield, A guide to the principles and methods of Steiner Waldorf Early Childhood education. Lynne Oldfield

[Download Book »](#)

**Owen the Owl's Night Adventure: A Bedtime Illustration Book Your Little One Will Adore (Goodnight Series 1)**

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. Professor of Modern English Literature Peter Childs (illustrator). 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Owen is

[Download Book »](#)

**Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade**

Book Condition: Brand New. Book Condition: Brand New.

[Download Book »](#)

**Very Short Stories for Children: A Child's Book of Stories for Kids**

Paperback. Book Condition: New. This item is printed on demand. Item doesn't include CD/DVD.

[Download Book »](#)

**Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade**

Book Condition: Brand New. Book Condition: Brand New.

[Download Book »](#)