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Learn Excel 2016 Essential Skills with The Smart Method ...

Learn Excel 2016 Essential Skills with the Smart Method is a very, very comprehensive book about how to use Excel. I found it hard to work with because the amount of the material is overwhelming to say the least. Sadly to say, I knew over 90% of it, so there wasn't much for me to learn except a shortcut key here and there.

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Learn Excel 2016 Essential Skills with The Smart Method

See the Excel 2016 Expert Skills book description here on Amazon for more information about this follow-on book. Here are some other reasons that you should choose this book to learn Excel 2016: It is up-to-date. This book has been completely updated to match the Excel 2016 January 2018 semi-annual update.

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If you need Excel skills to get a job you should begin with this course (it also includes all of the Basic Skills material). Even if you've never used Excel before you'll have no difficulty completing this course, most learners can complete it in two days or less. This course will give you all the skills an employer would expect.

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