

If you are not using Excel 2007 you need a different book

This book is for Excel 2007 users. If you have a different version of Excel you can download the correct version of this book at the ExcelCentral.com web site. Here are the direct links: [Excel 2010](#), [Excel 2013](#), [Excel 2016](#).

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This Excel 2007 book was last revised on 21st September 2017. You can always download the most recent version of this book completely free of charge from: <http://ExcelCentral.com>.

Why you should use this free e-book

- **Learning success is guaranteed.** For over fifteen years, Smart Method® classroom courses have been used by large corporations, government departments and the armed forces to train their employees. This book has been constantly refined (during hundreds of classroom courses) by observing which skills students find difficult to understand and then developing simpler ways of explaining them. This has made the book effective for students of all ages and abilities. We have never had a student who has failed to learn Excel after taking one of our courses.
- **It is the preferred choice for teachers.** As well as catering for those wishing to learn Excel by self-study, Smart Method® books have long been the preferred choice for Excel teachers as they are designed to *teach* Excel and not as reference books. Books follow best-practice adult teaching methodology with clearly defined objectives for each learning session and an exercise to confirm skills transfer. With single, self-contained lessons the books cater for any teaching period (from minutes to hours).
- **It is free (and you can print it).** Because this book is **free of charge**, schools, colleges, universities and businesses are able to teach their students best-practice Excel skills without the substantial cost of designing lesson plans or purchasing books. If printed copies are needed you can print them yourself, or any copy shop can print books for you.
- **Smart Method books are #1 best sellers.** While this book is **entirely free of charge**, every paper printed Smart Method® Excel book (and there have been nine of them starting with Excel 2007) has been an Amazon #1 best seller in its category. This provides you with the confidence that you are using a best-of-breed resource to learn Excel.
- **No previous exposure to Excel is assumed.** You will repeatedly hear the same criticism of most Excel books: “you have to already know Excel to understand the book”. This book is different. If you’ve never seen Excel before, and your only computer skill is using a web browser, you’ll have absolutely no problems working through the lessons. No previous exposure to Excel is assumed and everything is explained clearly and in a simple way that absolutely any student, of any age or ability, can easily understand.
- **It focuses upon the everyday Excel skills used in the workplace.** This free *Basic Skills* book will teach you the basics without confusing you with more advanced, less used, Excel features. If you decide to expand your Excel education you’ll be able to move on to other Smart Method® books (or e-books) in this series to master even the most advanced Excel features.
- **Basic Skills books are available for every Excel version in common use.** You are reading this book because you are using Excel 2010. You’re probably aware that Excel is now available in a new Excel 2016 version (sometimes also called Excel 365). Our free Basic Skills courses are available (for download from ExcelCentral.com) for Excel 2007, 2010, 2013, 2016 and Excel 2016 for the Apple Mac.
- This is the world’s only Excel course that is available in both book and video form. Each can be used as a stand-alone resource, but together they provide an incredibly powerful learning experience.

Learn Excel in just a few minutes each day (or in one five-hour sitting)

Excel is a huge and daunting application and you'll need to invest some time in learning the skills presented in this book. This will be time well spent as you'll have a hugely marketable skill for life. With 1.2 billion users worldwide, it is hard to imagine any non-manual occupation today that doesn't require Excel skills.

This book makes it easy to learn at your own pace because of its unique presentational style. The book contains 41 self-contained lessons and each lesson only takes a few minutes to complete.

You can complete as many, or as few, lessons as you have the time and energy for each day. Many learners have developed Excel skills by setting aside just a few minutes each day to complete a single lesson. Others have worked through the entire book in less than five hours.

Hardly anybody understands how to use every Excel feature

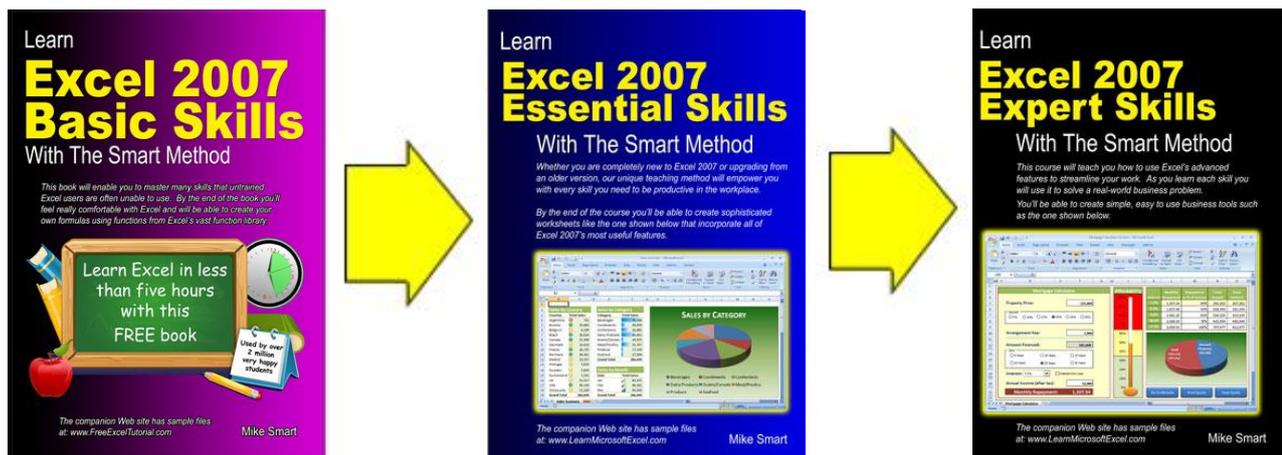
It is important to realize that Excel is probably the largest and most complex software application ever created. Hardly anybody understands how to use *every* Excel feature and, for almost all business users, large parts of Excel's functionality wouldn't even be useful.

Many learners make the fundamental error of trying to learn from an Excel reference book that attempts to document (though not teach) *everything* that Excel can do. Of course, no single book could ever actually do this. (There are some advanced Excel features that easily justify an entire book of their own).

This free *Basic Skills* book will teach you the basic Excel skills that are used every day, in offices all over the world. The book's objective is to teach the basics without confusing you by including more advanced, less used, Excel features.

By the end of this free **Basic Skills** book you'll be completely comfortable creating your own formulas using functions from Excel's vast function library. You'll also have mastered fundamental Excel skills such as *AutoSum*, *AutoFill* and *Formula Autocomplete*. You'll be confident in the knowledge that you are using Excel's features in the correct, best-practice, professional way and you'll feel really at home with Excel.

If you decide to expand your Excel education you'll be able to use other books in this series to master even the most advanced Excel features.



The full course outlines for Essential Skills and Expert Skills can be viewed at the <http://ExcelCentral.com> web site and in the appendix at the back of this book.