
Introduction

Who is this book for?

If you need good Excel skills for your work, or want to add Excel skills to your resume or CV, you've found the right book.

If you've never used *Excel 2016 for Mac* before, this book will give you all of the skills you need to be thoroughly competent. By the end of the book, your Excel skills will be better than most office workers with many years of experience.

This book is for *Excel 2016 for Mac* users who:

- Need to acquire essential Excel skills quickly.
- Have never used Excel before, or who have only basic Excel skills.
- Want to learn Excel skills from first principles.
- Are moving to *Excel 2016 for Mac* from an earlier version.

This book is only suitable for learning Excel 2016 for Mac

This book is written purely for *Excel 2016 for Mac* (also called *Excel 365*) and we strongly recommend that you use this Excel version. Our research suggests that almost eighty percent of our users are currently using Excel 2016.

If you are using Excel 2004, Excel 2008 or Excel 2011 you should upgrade to Excel 2016. Earlier versions of *Excel for Mac* are very different to Excel 2016 and this course is not suitable for learning those versions.

Learn Excel in just a few minutes each day (or in as little as one full day)

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 short 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 a single day.

Hardly anybody understands how to use every Excel feature

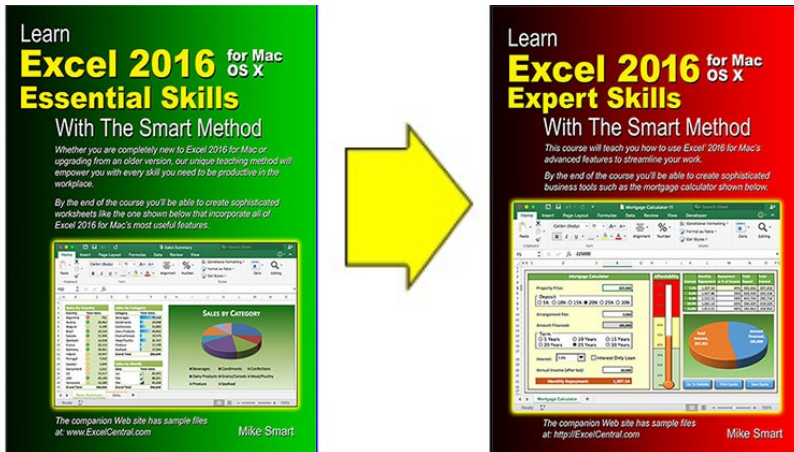
By the end of this *Essential Skills* book you will have excellent Excel skills, good enough to impress any employer, and your Excel skills will be better than most office workers (even those with many years of experience). You'll be able to create beautifully laid-out worksheets that will really impress. You'll also have mastered many advanced features that few Excel users understand such as absolute and relative cell references, visualizations, advanced charts, conditional formatting, date serial numbers, themes and cloud computing.

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).

We also have a follow-on book that will teach you expert-level skills

The *Expert Skills* book teaches Excel to an extremely high level of competence that is very rarely found in the workplace (even amongst top professionals). At *Expert* level your skills will be greater and broader than almost all other Excel users and you will understand (and be able to use) absolutely every Excel feature. You'll have a complete mastery of skills that are often even a mystery to Excel power users.



The full course outline for the *Expert Skills* book can be viewed at the <http://ExcelCentral.com> web site.