Introduction

Who is this book for?

If you can already use all of Excel's essential features but want to raise your skills to true Expert level, you've found the right book.

This book isn't for absolute beginners. If you're just starting out with Excel, you should use our *Essential Skills* book to learn all of Excel's most important features.

This book will give you advanced Excel skills that are rarely mastered by the average user. By the end of the book you'll be a true Excel expert, able to use all of the power available from the world's most powerful business tool. Your Excel skills will be greater and broader than almost all other Excel users in the workplace.

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

- Want in-depth coverage of all of Excel 2016's more powerful and complex features rather than a simple overview.

- Are already comfortable with Excel 2016's basic features (ideally by completing all of the lessons in our *Essential Skills* book).

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.

If you have a Windows computer you need one of our Windows courses

This book isn't suitable for Windows users.

The Windows version of Excel 2016 has an extended feature set and a radically different user interface to the Mac versions.

Your e-book registration also gives you access to e-books covering all Windows Excel versions in common use (2007, 2010, 2013 and 2016). You can download the book version you need from http://ExcelCentral.com.

Excel competence levels

Office workers who use Excel every day for a living generally only use (and only need) a tiny fraction of Excel's enormous feature set.

Excel is a huge application with thousands of features. For most users it is a mistake to attempt to learn **every** Excel feature but, instead, to learn Excel to a competence level that is appropriate for your needs.
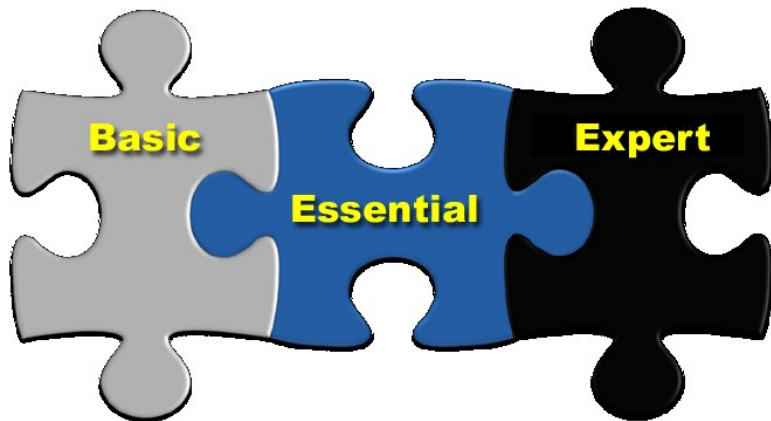
Basic Skills (our free course)

We offer a free *Basic Skills* course for all Excel versions. The printable PDF e-book is based upon the first two sessions of the *Essential Skills* course, it is free to dowload and users don't need to register or log in.

Essential Skills

At this level 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*, *visulizations*, *advanced charts, conditional formatting*, *date serial numbers*, *themes* and *cloud computing.* You can see a full list of the lessons in the Essential Skills course by visiting http://ExcelCentral.com.

Expert Skills

This is the subject matter of this book. When you have completed this *Essential Skills* course you'll be really, really good with Excel. If you want to join the tiny elite of power-users who can do absolutely everything with Excel you can move to expert level and become a true Excel guru.

This is a extremely high level of Excel competence that is very rarely found in the workplace (even amongst top professionals). Your Excel 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 such as *pivot tables*, *solver*, *macros* and *cloud computing*.