

## Why you should use this book to learn Excel 365

- **It provides a thorough coverage of Power Pivot, Power Query, data modeling and DAX.** Power Pivot is an advanced professional tool for designing OLAP multi-dimensional databases. It is impossible to effectively use Power Pivot without first acquiring the relational modeling and OLAP theory needed to use it. This book will not only teach you DAX but will also give you all the OLAP data modeling skills you need in order to use Power Pivot and Get & Transform/Power Query effectively.
- **It is up-to-date.** A new Excel 365 semi-annual version is released every six months\* (in January and July) and automatically updated on your computer. We then publish a new edition of this book to support the latest update. This means that new features are covered and the screen grabs will exactly match what you see on your screen. It can be very frustrating to try to learn Excel 365 using an out-of-date book.
- **It covers the Excel 365 version of Excel.** There are now two current Windows versions of Excel: **Excel 2019** (the pay-once version) and **Excel 365** (the subscription version that has more features and a different user interface). This book is specifically written for the *Excel 365 July 2019 semi-annual* version. It can be very frustrating to attempt to learn Excel 365 using an Excel 2019 book.
- **It won't waste your time by teaching basic Excel 365 skills that you already know.** This isn't a beginner's book. If you are an absolute beginner, you need our *Excel 365 Essential Skills* book. By assuming that you are already able to use Excel's basic features, far more ground can be covered.
- **Learning success is guaranteed.** For over fifteen years, Smart Method® 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 and better ways of explaining them. This has made the book effective for students of all ages and abilities.
- **It is the book of 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 or self-learning period (from minutes to hours).
- **Smart Method® books are #1 best sellers.** Every paper printed Smart Method® Excel book (and there have been twelve 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.
- **It teaches to true Expert level.** This *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 effectively use) absolutely every Excel and Power Pivot feature. You'll have a complete mastery of skills that are often even a mystery to Excel power users.

## Master Excel expert skills by setting aside just a few minutes each day

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 expert-level skills by setting aside just a few minutes each day to complete a single lesson.

\* Excel 365 Version 1902 was released to the *Semi-Annual* update channel in July 2019. An earlier build of the same version was released earlier to the *Monthly* update channel. You'll learn more about update channels, builds and versions in: *Lesson 1-1: Check that your Excel version is up to date.*