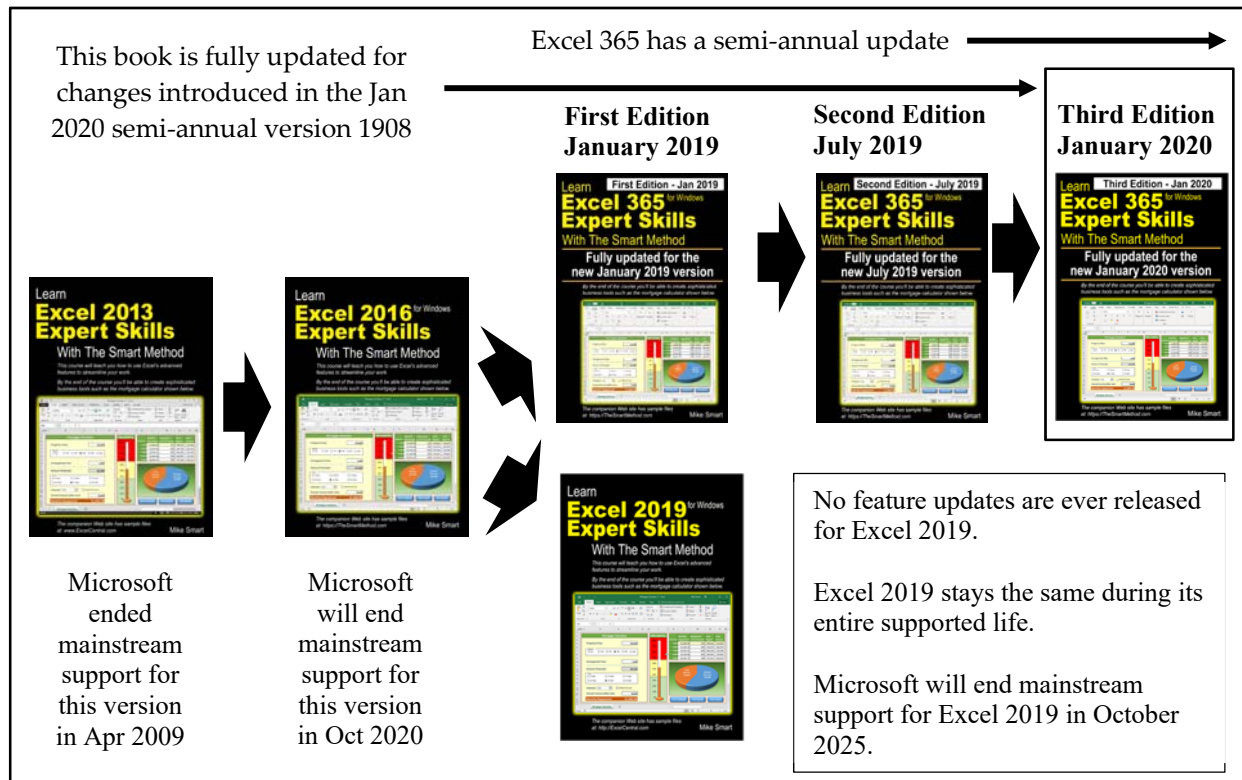


Learn Excel 365 Expert Skills with The Smart Method

Third Edition: updated for the Jan 2020 Semi-Annual version 1908

Make sure that this is the right book for your Excel version

There are two different Windows versions of Excel in common use: Excel 2019 and Excel 365. This book is designed for use with the Excel 365 version (we publish a different book for Excel 2019 users).



What is the difference between Excel 2019 (perpetual) and Excel 365 (subscription)?

Excel 2019 (even when first purchased) had fewer features than Excel 365 and some features worked in a different way. This will always be the case because (unlike Excel 365), Excel 2019 is never updated with new features. For this reason we only need one book to support Excel 2019 learners: *Learn Excel 2019 Expert Skills with The Smart Method*.

Excel 365 is the latest version of Excel. Every six months (in January and July) Microsoft bring out a new major semi-annual update to Excel 365. This update adds new features to Excel and also often changes or retires older features. For this reason we bring out a new edition of our Excel 365 books in January and July each year so that the latest edition of our book always supports the latest version of Excel 365.

How to tell which version you are using

Excel 2019 is a “pay once and use forever” product. Excel 365 is a subscription product (pay monthly or pay annually). When you start Excel, a splash screen showing the words “Office 2019” or “Office 365” is briefly shown on screen. In: *Lesson 1-1: Check that your Excel version is up to date*, you’ll learn more about identifying your Excel version.

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 Jan 2020 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.

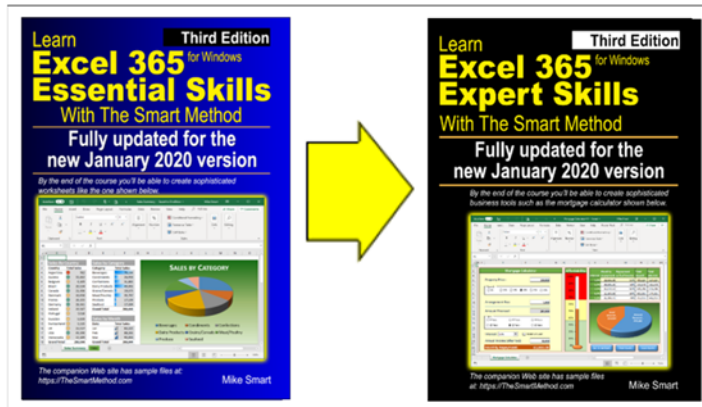
You can complete as many, or as few, lessons as you have the time and energy for each day. Many learners have developed expert-level skills by setting aside just a few minutes each day to complete a single lesson.

* Excel 365 Version 1908 was released to the *Semi-Annual* update channel in Jan 2020. 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.*

Who Is This Book for?

This book isn't for absolute beginners

If you're just starting out with Excel, you need to complete the lessons in our *Essential Skills* book to learn all of Excel's basic features.



The full course outline for the *Essential Skills* book can be viewed at the end of this book in: *Appendix B: Skills Covered in the Essential Skills Course*.

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 use) absolutely every Excel feature.

This book is intended for competent Excel 365 users who:

- Are already comfortable with Excel 365's basic features (ideally by completing all of the lessons in our *Essential Skills* book).
- Want in-depth coverage of all Excel 365's more powerful and complex features rather than a simple overview.
- Want an in-depth knowledge of multidimensional analysis using the new Power Pivot add-in (now included in all Excel versions).
- Want to master the other OLAP "power" tools now included in all Excel versions, the tools previously known as Power Query (now re-named: Get & Transform) and Power Maps (now re-named: 3D Maps).
- Schools, colleges and universities who wish to provide advanced Excel 365 training courses.

Use of this book as courseware

While this book is effective for self-instruction, the book is also the official courseware for The Smart Method's *Excel 365 Expert Skills* course.

Smart Method courses have been taken by a varied cross-section of the world's leading companies. We've had fantastic feedback from the vast number of professionals we've empowered with Excel skills.

This book is also suitable for use by other training organizations, teachers, schools, colleges and universities to provide structured, objective-led, and highly effective classroom courses.