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Learn Excel 2010 Essential Skills

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If you are an absolute beginner you need our Essential Skills book. The book is very, very different to any other computer book you have ever read. The Smart Method provides an entirely new and better way to master advanced This book is for users who want to upgrade their basic Excel skills to true expert level.

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Learn Excel 2010 Essential Skills with The Smart Method ...

Below you have the top ten basic Excel skills which anyone who is just starting out with Excel needs to learn. 1. Saving and Opening a Workbook. Saving and opening an Excel workbook is just like as you do in any other application. When you click on the file tab it shows you the option to save the file.

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Recent versions of Excel also have lots of pre-set filters to quickly find text, numbers, and date ranges. And there you have it. 20 great skills for you to learn that will improve the way you use Excel and make you more productive. Are there any other Excel features you would have put on the list? Let us know in the comments below.

Top 20 Advanced Essential Excel Skills You Need to Know ...

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Sample Files - TheSmartMethod.com

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This Essential Skills book makes it easy for absolutely anybody to very rapidly learn Excel 365 to a standard that will greatly impress most employers because it doesn't confuse by teaching skills that are not common in the workplace.

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