Learn Excel 2016 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques

Mike Smart

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Excel 2016 for Windows and Excel 2016 for Mac

Note that *Excel 2016 for Windows* and *Excel 2016 for Mac* are very different products. This is the *Excel 2016 for Windows* book. If you are a Mac user you need our *Excel 2016 for Mac OS-X book*. Find it here on Amazon by searching for: **Excel 2016 Mac.**

Is this the right book for you?

This book is for users that can already use all of Excel 2016's essential features but want to raise their skills to true Expert level. The book will give you Excel skills that are rarely mastered by professional Excel users. This book isn't for absolute beginners. If you're just starting out with Excel you need our *Excel 2016 Essential Skills* book.

This book is one of the very few resources providing in-depth coverage of Excel 2016's new OLAP features

Unlike many Excel books, this book includes in-depth coverage of the new Excel OLAP features: Data Modeling, Business Intelligence, 3D Maps and Get & Transform.

Comprehensive coverage of traditional Expert-level Excel Skills

OLAP skills represent a huge learning curve. Many users will be content to restrict themselves to traditional Expert-level Excel skills. The book has two clearly-defined sections, one covering Expert-level Excel skills, and the other covering the new OLAP-related tools.

In the first section of the book you'll acquire a comprehensive knowledge of all Expert-level Excel features such as Pivot Tables, Macros, User Forms, Advanced Functions, Shared Workbooks, Tables, Structured References, Custom Themes, Custom Styles, Quick Analysis, Advanced Filters, Validations, Range Names, Named Constants, Auditing Tools, What-If Analysis, Security … and so much more.

For users that want to explore the new world of OLAP you can then progress to the second section of the book.

In-depth coverage of data modeling

In order to use Excel's new data modeling features you need a thorough grounding in relational database theory. Without assuming any previous exposure to relational database theory you'll learn about primary and foreign keys, and then go on to define your own primary key/foreign key relationships within an Excel data model.

You'll then go on to learn about one-to-many and many-to-many relationships and finish the session by constructing a five-table relational data model inside Excel.

Throughout the session you'll use OLAP Pivot Tables (a special new type of Pivot Table) to analyze the data defined in your model.

In-depth coverage of 3D Maps

Excel 2016 includes a brand new tool called 3D Maps. You can use this new tool (along with your data modeling skills) to create stunning data-based video presentations that will amaze, inform, engage and impress your audiences.

You'll learn how to position yourself in a "virtual helicopter" above a map and fly your audience around the data in a video tour as visualizations animate over time on the face of the map. You are even able to add a narration or sound track.

The 3D Maps chapter will teach you everything you need to produce incredible data-centric presentations.

In-depth coverage of Get & Transform

The new Get & Transform tool (included in the standard version of Excel 2016) is a hugely powerful enterprise-level ETL (Extract Transform and Load) tool. The tool enables you to work entirely outside Excel in order to combine and process data from one or more external sources. Once an extract and transform sequence is defined you can use it to create a self-refreshing table inside Excel.

You'll also learn the concepts of normal and de-normalized data extracts to create data sources for both regular and OLAP pivot tables.

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Stefanie Roach:

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