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Learn Excel 2016 Essential Skills with the Smart Method is a very, very comprehensive book about how to use Excel. I found it hard to work with because the amount of the material is overwhelming to say the least. Sadly to say, I knew over 90% of it, so there wasn't much for me to learn except a shortcut key here and there.

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If you need Excel skills to get a job you should begin with this course (it also includes all of the Basic Skills material). Even if you 've never used Excel before you 'll have no difficulty completing this course, most learners can complete it in two days or less. This course will give you all the skills an employer would expect.

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