



# Fundamentals of Excel

## Available In:

- English
- Spanish
- Videoconferencing

## *Excel for Professionals*

Excel is a versatile tool that allows users to solve, analyze, and manage data for various industries. This professional course aims at familiarizing the users with the more advanced Excel features & functions. Students who attend will have the opportunity to manipulate data sets to practice some of the techniques outline in this course to gain hands on experience!

### What students will learn:

- Advanced Functions & Formulas
- Data Tables & Cleaning
- Chart Functions
- Pivot Tables
- Pivot Charts
- Name Manager
- Data Validation
- Graphic & Image Handling
- Conditional Formatting

### How this training will benefit your students:

Excel is a standard in office environments. Students who attend will gain the confidence to use Excel to manage & create visualizations for existing data sets. This curriculum is geared towards providing students with the basic building blocks of Excel so that they may be more effective at tackling industry problems.

*This training is typically offered in 8 hours. Onsite training may be customized to meet your business needs*

### **ABOUT MODERN CLERISY**



Modern Clerisy

Modern Clerisy mission is to enable and empower all team members with World Class Lean Six Sigma methodologies and Business and Personal development tools in order to develop and inspire process improvement, innovation and creativity to drive organizational efficiency.

Although our story began in April 2017, the history of Lean Six Sigma deployment and facilitating has been on going with our founder and lead facilitator for the past 16 years. Our Philosophy is to help businesses and organization develop and sustain a culture in the workplace that promotes and cultivates the cycle of Continuous Improvement using Lean Six Sigma Business and Personal development tools and best practices.