



# Fundamentals of Excel

## Available In:

- English
- Spanish
- Videoconferencing

## *Introduction to Excel*

Excel is a versatile tool that allows users to solve, analyze, and manage data for various industries. This introductory course aims at familiarizing the users with the basic Excel functions & features. 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:**

- Workbook environment Navigation
- Themes & Saving Options Set Up
- Quick Access Toolbar & Ribbon Customization
- Worksheet & Data Entry
- Keyboard Shortcuts
- Basic Arithmetic Functions & Conventions
- Simple Tables & Graphs
- Worksheets & Cell Formatting
- Changing Worksheet Appearances
- Workbook Save Options & Formats

### **How this training will benefit your students:**

Excel is a standard in office environments. Students who attend will gain the confidence to use Excel in the workspace. 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.