



Beginner to Advanced Excel Class with Live Instructor

Our Beginner to Advanced training class includes a total of 12 lessons and is geared towards individuals who need to comprehensively learn Excel, from the fundamentals to some of the more advanced features of the program. Our live training class is taught by a professional instructor in person or via Zoom (online) with the intention of providing a well-rounded training on the majority of the functions your staff will need.

Excel Training Class Outline

Below is a breakdown of the lessons covered in our *Beginner to Advanced Excel Training Class*:

- Day 1: Formatting & Editing Spreadsheets
- Day 2: Editing, Sorting & Using Filters in tables
- Day 3: More Basic Excel functions
- Day 4: Introduction to Basic Excel formulas
- Day 5: Conditional Formatting & Data Validation
- Day 6: Text to Columns & Text Formulas
- Day 7: Shortcuts to Format Tables
- Day 8: Introduction to Logic Formulas
- Day 9: Advanced Logic Formulas
- Day 10: Lookup Formulas
- Day 11: Pivot Tables
- Day 12: Pivot Charts