



EXCEL FOR BEGINNERS TRAINING CLASS

Our Excel for Beginners training class includes a total of 5 lessons and is geared towards individuals who need to learn the fundamentals in Excel or need a refresher of some of the basics. Our **live training class** is taught by a professional instructor in person or via Zoom (online). The goal of the training class is to help individuals become more confident in navigating the Excel program, sorting tables and using basic Excel formulas.

Excel for Beginners Training Class Outline

Below is a list of the lessons and topics covered:

- Lesson 1: Excel Terminology & Navigation
- Lesson 2: Formatting & Editing Spreadsheets
- Lesson 3: Editing, Sorting & Using Filters in Tables
- Lesson 4: More Basic Excel Functions (using Headers & Footers, removing duplicate values and freezing panes)
- Lesson 5 & 6: Introduction to Excel formulas