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# AVAILABLE WORKSHOPS & COURSES

Learn Excel Now is built to help you achieve real-world goals and a practical understanding of Microsoft® Excel® with self-paced training and time-friendly, user-friendly courses. By completing our concise, easy-to-understand courses, you can increase productivity, gain new insights from your data, and create high-quality presentations that will set you apart. In addition, our Library of free content and our Resources can provide you with instant solutions to pressing Excel needs.



## EXCEL EXPERT - MASTERING ADVANCED SPREADSHEET MANAGEMENT

This course, built in bite-size pieces, is intended for Excel users at a beginner level. Each self-paced module ranges from 10 to 20 minutes and includes a knowledge review quiz. You will learn how to configure Excel, to ensure optimal performance and stability. Additionally, we'll provide best practices for building spreadsheets accurately and efficiently, from scratch.

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**Categories:** [Self Paced](#), [Excel](#), [Office](#)



## EXCEL ESSENTIALS - MASTERING SPREADSHEET MANAGEMENT AND DATA ANALYSIS

This course, built in bite-size pieces, is intended for Excel users at a beginner level. Each self-paced module ranges from 10 to 20 minutes and includes a knowledge review quiz. You will learn how to configure Excel, to ensure optimal performance and stability. Additionally, we'll provide best practices for building spreadsheets accurately and efficiently, from scratch.

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## SIMPLY OUTLOOK: TIPS & TRICKS FOR ENHANCING DAILY EFFICIENCY

Simply Outlook: Tips & Tricks for Enhancing Daily Efficiency contains 9 individual training modules, each with its own video, exercise, and quiz. With the knowledge you gain from this self-paced course, you will have the ability to elevate your productivity and streamline communication, while maintaining a polished professional presence.

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## SIMPLY POWERPOINT: THE BASICS FOR TRANSFORMING YOUR PRESENTATIONS

Simply PowerPoint: The Basics for Transforming Your Presentations contains 6 individual training modules, each with its own video, exercise, and quiz. With the knowledge you gain from this self-paced course, you will have the ability to create presentations that enhance your message, engage your audience, and leave a lasting impression!

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## PIVOT TABLES MADE EASY

Pivot Tables Made Easy contains 6 individual training modules, each with its own video, exercise, and quiz. With the knowledge you gain from this self-paced course, you will have the ability to efficiently analyze, summarize, and visualize your data, enabling you to make informed decisions based on insightful data representations.

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## SIMPLY EXCEL PART II: TIPS, TRICKS, SHORTCUTS AND MORE...

This course, built in bite-size pieces, is intended for Excel users at a beginner-intermediate level.

Each self-paced module ranges from 10 to 20 minutes and includes a knowledge review quiz. You will learn the most useful shortcuts, as well as all the common functions, which will empower you to work more efficiently and effectively. Additionally, we'll guide you through the best practices for formatting and analyzing your data, in a snap!

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## SIMPLY EXCEL: THE BASICS FOR BEGINNERS

This course, built in bite-size pieces, is intended for Excel users at a beginner level. Each self-paced module ranges from 10 to 20 minutes and includes a knowledge review quiz. You will learn how to configure Excel, to ensure optimal performance and stability. Additionally, we'll provide best practices for building spreadsheets accurately and efficiently, from scratch.

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## EXCEL FOUNDATIONS: LEARN EXCEL FROM TOP TO BOTTOM

Excel foundations offers 20 individual training modules, each with its own video, exercise and quiz. Once you complete the training program you will possess the Excel knowledge and skills you always wanted. With the most comprehensive orientation in the program out there, you will leave no tool unused and no Excel mystery will remain.

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