



Corporate Training Materials

All of our training products are fully customizable and are perfect for one day and half day workshops. You can easily update or insert your own content to make the training more relevant to participants. Our material is completely customizable and is backed up by a 90 day 100% no questions asked money back guarantee!

With our training courseware you are able to:

- Add your name and logo (and remove ours).
- Add your own content to make the training more relevant to your clients (i.e. using examples and case studies from within your organization or city)
- Train unlimited users within your organization.
- No Annual Renewal Fees
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United States

73 Greentree Drive, Box #68

Dover, Delaware 19904

Toll-free:1-877-610-3660

Fax: 1-877-610-3661

sales@corporatetrainingmaterials.com

International

143 Dalhousie Street, New Glasgow, NS

Canada, B2H 2P4

Phone: 001-902-695-3660

Fax: 001-902-695-3661

sales@corporatetrainingmaterials.com

Any technical issues or questions can be addressed by our support team

support@corporatetrainingmaterials.com

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Preface



Welcome to Corporate Training Materials, a completely new training experience!

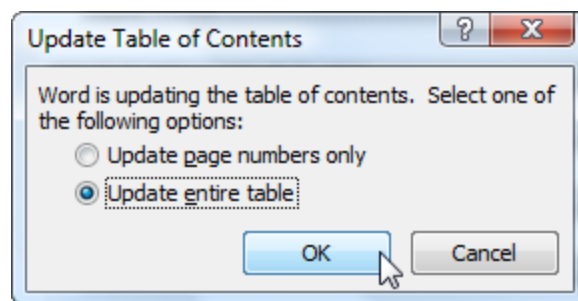
Our courseware packages offer you top-quality training materials that are customizable, user-friendly, educational, and fun. We provide your materials, materials for the student, PowerPoint slides, and a take-home reference sheet for the student. You simply need to prepare and train!

Best of all, our courseware packages are created in Microsoft Office and can be opened using any version of Word and PowerPoint. (Most other word processing and presentation programs support these formats, too.) This means that you can customize the content, add your logo, change the color scheme, and easily print and e-mail training materials.

How Do I Customize My Course?

Customizing your course is easy. To edit text, just click and type as you would with any document. This is particularly convenient if you want to add customized statistics for your region, special examples for your participants' industry, or additional information. You can, of course, also use all of your word processor's other features, including text formatting and editing tools (such as cutting and pasting).

To remove modules, simply select the text and press Delete on your keyboard. Then, navigate to the Table of Contents, right-click, and click Update Field. You may see a dialog box; if so, click "Update entire table" and press OK.

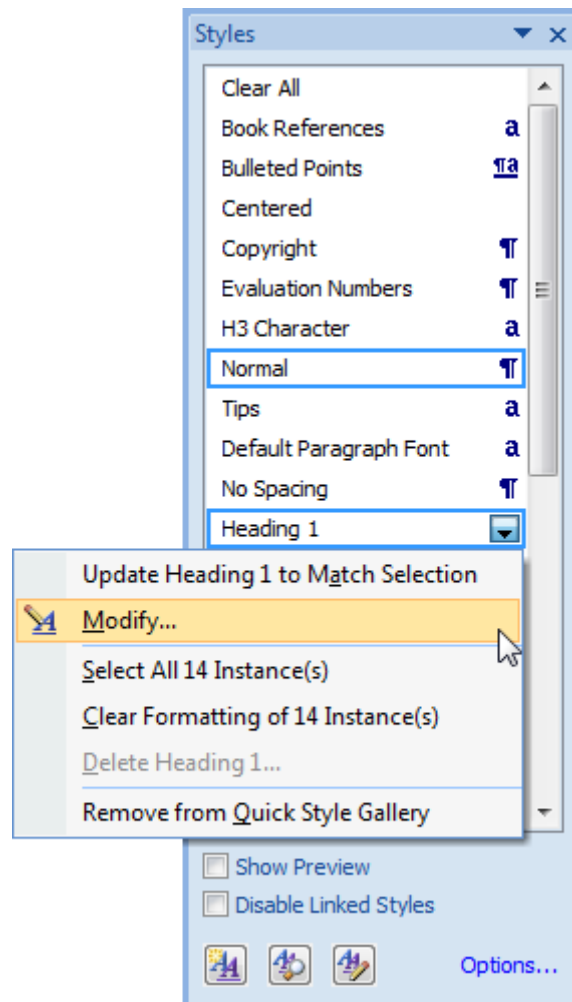


(You will also want to perform this step if you add modules or move them around.)

If you want to change the way text looks, you can format any piece of text any way you want. However, to make it easy, we have used styles so that you can update all the text at once.

If you are using Word 97 to 2003, start by clicking the Format menu followed by Styles and Formatting. In Word 2007 and 2010 under the Home tab, right-click on your chosen style and click Modify. That will then produce the Modify Style options window where you can set your preferred style options.

For example, if we wanted to change our Heading 1 style, used for Module Titles, this is what we would do:



Now, we can change our formatting and it will apply to all the headings in the document.

For more information on making Word work for you, please refer to [Word 2007 or 2010 Essentials](#) by Corporate Training Materials.

Materials Required

All of our courses use flip chart paper and markers extensively. (If you prefer, you can use a whiteboard or chalkboard instead.)

We recommend that each participant have a copy of the Training Manual, and that you review each module before training to ensure you have any special materials required. Worksheets and handouts are

included within a separate activities folder and can be reproduced and used where indicated. If you would like to save paper, these worksheets are easily transferrable to a flip chart paper format, instead of having individual worksheets.

We recommend these additional materials for all workshops:

- Laptop with projector, for PowerPoint slides
- Quick Reference Sheets for students to take home
- Timer or watch (separate from your laptop)
- Masking tape
- Blank paper

Maximizing Your Training Power

We have just one more thing for you before you get started. Our company is built for trainers, by trainers, so we thought we would share some of our tips with you, to help you create an engaging, unforgettable experience for your participants.

- **Make it customized.** By tailoring each course to your participants, you will find that your results will increase a thousand-fold.
 - Use examples, case studies, and stories that are relevant to the group.
 - Identify whether your participants are strangers or whether they work together. Tailor your approach appropriately.
 - Different people learn in different ways, so use different types of activities to balance it all out. (For example, some people learn by reading, while others learn by talking about it, while still others need a hands-on approach. For more information, we suggest [Experiential Learning](#) by David Kolb.)
- **Make it fun and interactive.** Most people do not enjoy sitting and listening to someone else talk for hours at a time. Make use of the tips in this book and your own experience to keep your participants engaged. Mix up the activities to include individual work, small group work, large group discussions, and mini-lectures.
- **Make it relevant.** Participants are much more receptive to learning if they understand why they are learning it and how they can apply it in their daily lives. Most importantly, they want to know how it will benefit them and make their lives easier. Take every opportunity to tie what you are teaching back to real life.
- **Keep an open mind.** Many trainers find that they learn something each time they teach a workshop. If you go into a training session with that attitude, you will find that there can be an

amazing two-way flow of information between the trainer and trainees. Enjoy it, learn from it, and make the most of it in your workshops.

And now, time for the training!

Icebreakers

Each course is provided with a wide range of interactive Icebreakers. The trainer can utilize an Icebreaker to help facilitate the beginning of the course, as it helps “break the ice” with the participants. If the participants are new to each other, an icebreaker is a great way to introduce everyone to each other. If the participants all know each other it can still help loosen up the room and begin the training session on positive note. Below you will see one of the icebreakers that can be utilized from the Icebreakers folder.

Icebreaker: Friends Indeed

Purpose

Have the participants moving around and help to make introductions to each other.

Materials Required

- Name card for each person
- Markers

Preparation

Have participants fill out their name card. Then, ask participants to stand in a circle, shoulder to shoulder. They should place their name card at their feet. Then they can take a step back. You as the facilitator should take the place in the center of the circle.

Activity

Explain that there is one less place than people in the group, as you are in the middle and will be participating. You will call out a statement that applies to you, and anyone to whom that statement applies must find another place in the circle.

Examples:

- Friends who have cats at home
- Friends who are wearing blue
- Friends who don't like ice cream

The odd person out must stand in the center and make a statement.

The rules:

- You cannot move immediately to your left or right, or back to your place.
- Let's be adults: no kicking, punching, body-checking, etc.

Play a few rounds until everyone has had a chance to move around.

Instructor Guide Sample

On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor train that particular lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.

*Before the beginning of great
brilliance, there must be chaos.
Before a brilliant person begins
something great, they must look
foolish in the crowd.*

Lao Tsu

Module Two: Create and Manage Worksheets and Workbooks

Worksheets live in workbooks in Excel and create the building blocks of documenting, analyzing, manipulating, and presenting data. This module will help you get started by creating worksheets and workbooks. You'll also learn how to navigate your way around Excel worksheets and workbooks. We'll take a look at formatting both worksheets and workbooks. Then you'll learn how to customize your options and views while working within Excel. Finally, we'll take a look at distributing your worksheets and workbooks via printing or sharing.

Create Worksheets and Workbooks

Estimated Time for this Lesson	15 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Create a workbook• Import data from a delimited text file• Add a worksheet to an existing workbook

Create a Workbook

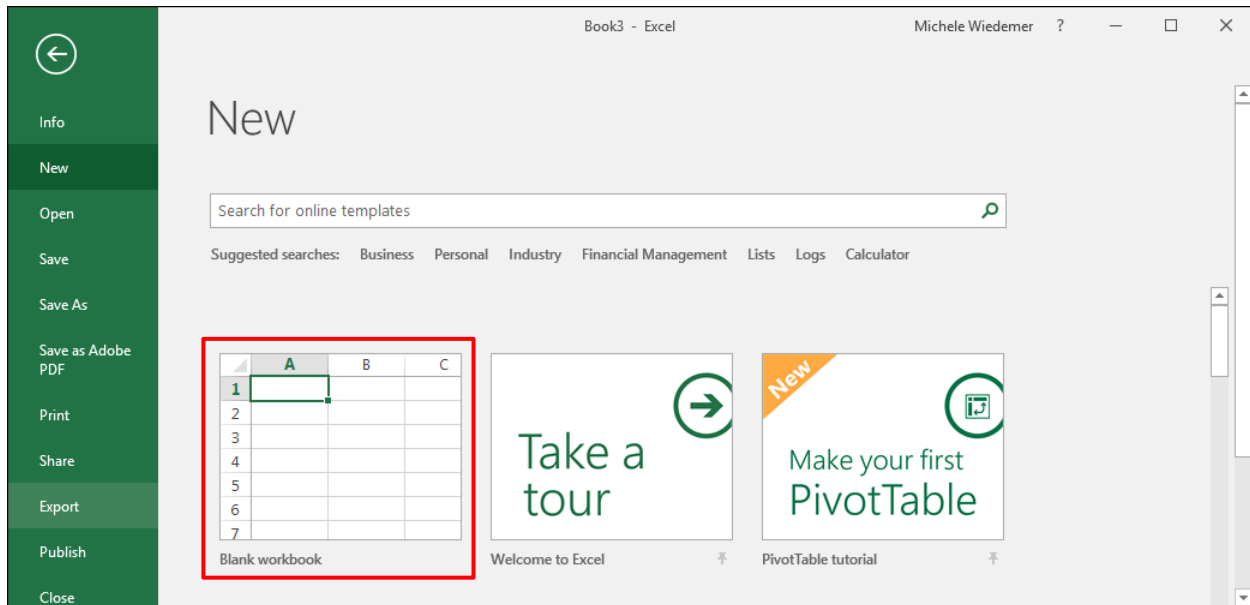
A blank workbook allows you to start from scratch.

Topic Objective	Create a blank workbook
Topic Summary	When you first open Excel, you can select a Blank Workbook to start. You can also select Blank Workbook by selecting the File tab to open the Backstage view; then select the New tab.

Materials Required	Any Excel workbook
Recommended Activity	Have the participants create a new blank workbook.

Show the participants how to create a blank workbook. Use the following procedure.

1. If the Backstage view is not showing, select the **File** tab from the Ribbon. Select **New**.
2. From the **New** tab, or if you have just opened Excel 2016, select **Blank Workbook**.



Open a Comma Separated Values File

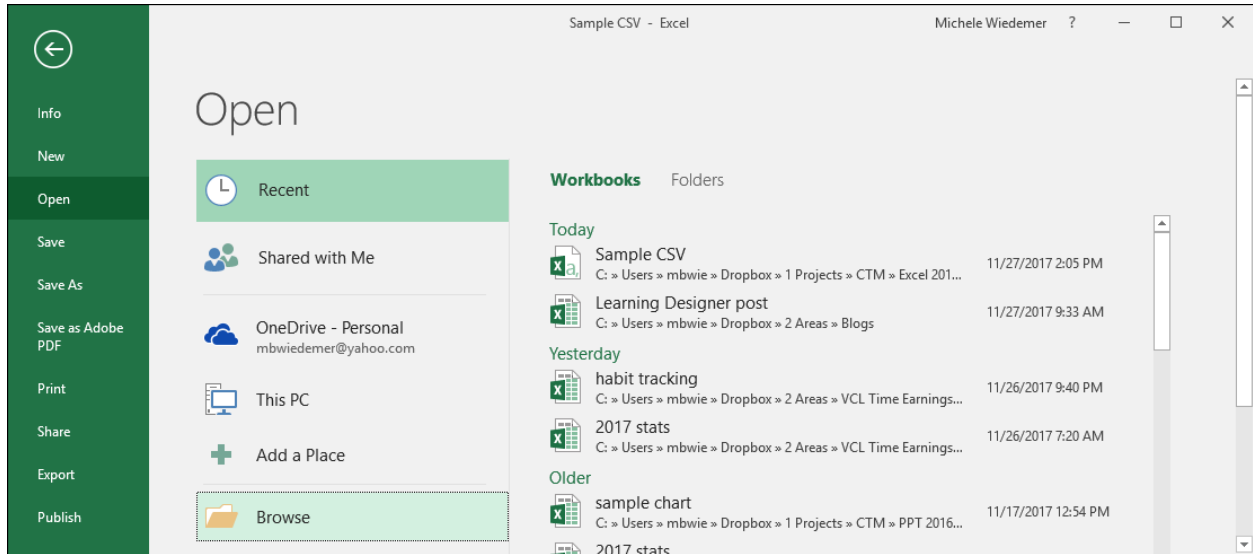
Many programs and services allow you to create or download a comma separated values (or CSV) file that contains your data. Excel can open these files.

Topic Objective	Open a CSV file in Excel
Topic Summary	Open CSV files from the Backstage View as if it was an Excel file.
Materials Required	“Sample CSV” file
Recommended Activity	Have the participants practice opening a CSV file.
Delivery Tips	The CSV format is retained unless the file is saved as an Excel workbook.

Show the participants how to open a comma separated values file.

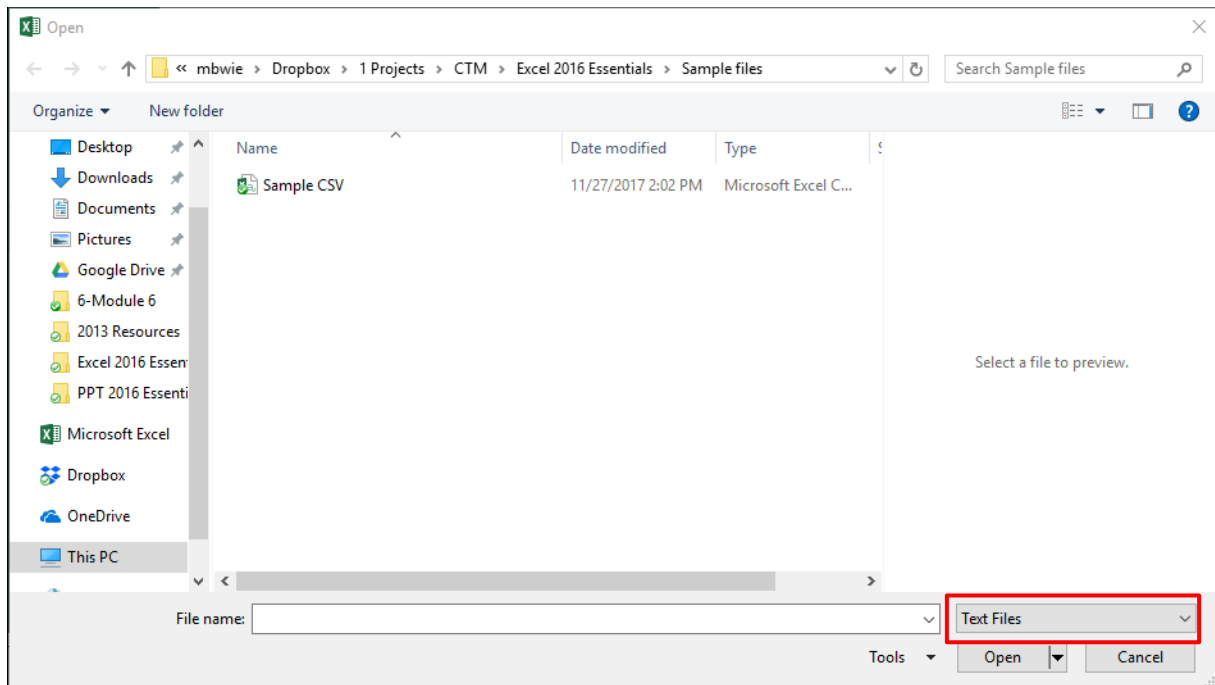
1. Select the **File** tab to open the Backstage view.
2. Select **Open**.

3. Select **Browse**.



4. Navigate to the location of the file you want to import.

5. Make sure in the Open dialog box to choose “All Files” or “Text Files” from the types drop down list.



6. Highlight the file you want to open and select **Open**.

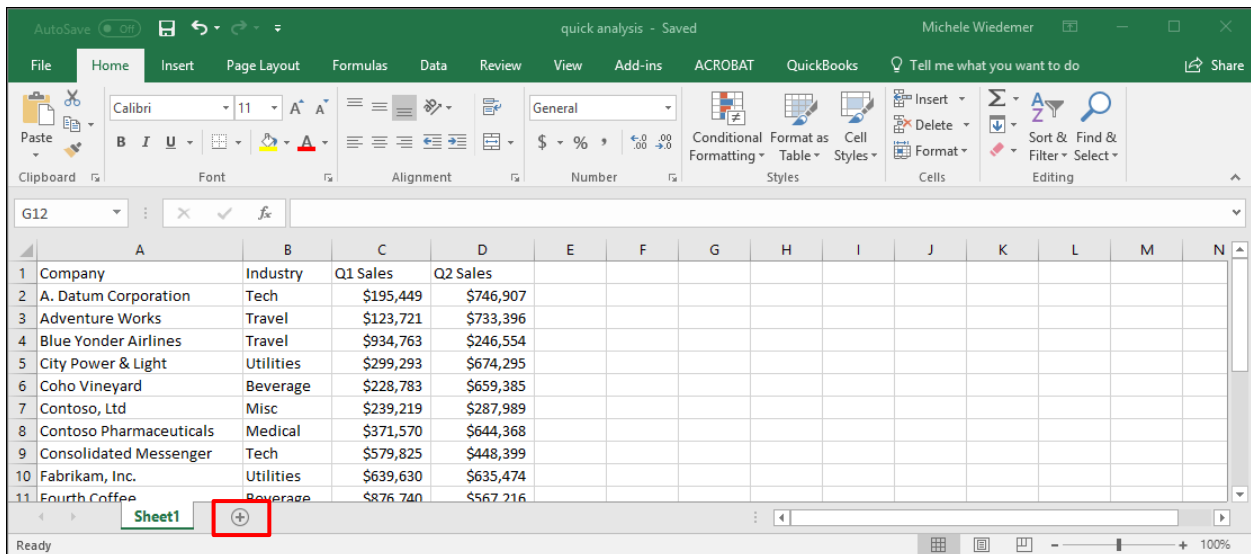
Add a Worksheet to An Existing Workbook

Workbooks can be made up of more than one sheet, which can be useful as you get into more advanced data analysis.

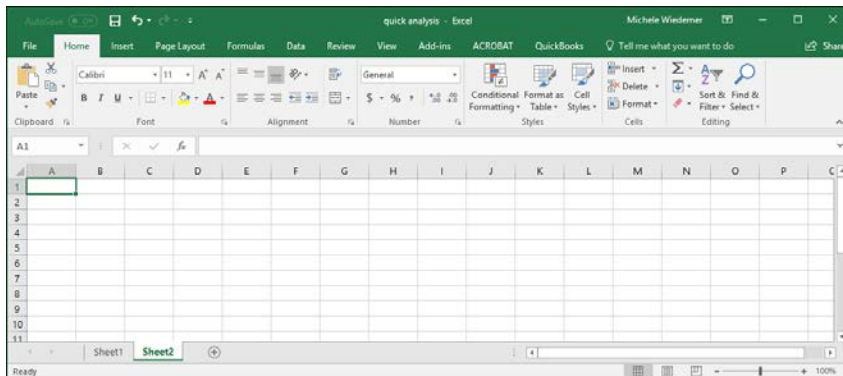
Topic Objective	Add a worksheet to an existing workbook
Topic Summary	Sheets are shown as tabs at the bottom of the Excel window. Select the plus sign to add another sheet.
Materials Required	“Quick Analysis” sample file
Recommended Activity	Have the participants practice adding a sheet to the workbook.

Show the participants how to insert a new worksheet. Use the following procedure.

1. Click the New Sheet plus sign at the bottom of the window.



Excel opens the new worksheet to the first cell, so that you can begin entering data right away.



Sample Module: Review Questions

1. A workbook can contain many different worksheets.

- a) True
- b) False

You can store related data in the same workbook on multiple worksheets. You can add worksheets or copy existing worksheets within a workbook.

2. You can create links to which of the following?

- a) A web address
- b) Another cell in the current worksheet
- c) A named or defined range of cells
- d) All of the above

The Insert Hyperlink dialog box allows you to link to any existing file or webpage or a place in the current document (cell reference or defined names). You can also create a new document or link to an email address.

c

Quick Reference Sheets

Below is an example of our Quick reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date.

They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.

Excel 2016 Essentials

Entering Data

1. Select cell.
2. Enter text or numbers.
3. Press Enter or Tab to move to next cell.

Editing Data

1. Select cell and edit the contents of the Formula Bar.
2. Or double-click to edit cell contents.

Using AutoFill

1. Select cell with contents you want to repeat or use in a series.
2. Drag the bottom right corner handle to include the cells where you want Excel to Autofill.

Adding a Tool to Quick Access

1. Select the small arrow at the top right of the window.
2. Select a tool from the drop down list to add it.

Editing Headers and Footers

1. Select the **View** tab.
2. Select **Page Layout** view.
3. Click on the Header or Footer to change it.

Using Backstage View

Select the **File** tab from the Ribbon to open the Backstage View for printing, saving, and inspecting workbooks.

Creating a Table

1. Select the data.
2. Select **Format as Table** from the Home tab on the Ribbon.
3. Select the Table Style.
4. In the Format as Table dialog box, check the **My table has headers** box if you want to use the top row in formatting or filtering options.
5. Select **OK**.

Filtering Data

1. Format the data as a table.
2. Select the small arrow in the header for the column containing the information you want to filter.
3. Check one or more boxes to filter specific information Excel found in that column. Or select **Text Filters** or **Number filters** to build a custom auto filter.

Sorting on Multiple Columns

1. Select the first column header with the primary information you want to sort.
2. Select the Sort & Filter tool from the Home tab on the Ribbon.
3. Select **Custom Sort**.
4. Use the **Sort** dialog box to Add Level and indicate the column to include in the sort, how to sort that column and the order to sort that column.
5. Select **OK**.

Using an Absolute Reference

Press F4 for a cell reference or add \$ to the row and column address (i.e., \$A\$1).

Certificate of Completion

Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.

CERTIFICATE OF COMPLETION

[Name]

Has mastered the course

Excel 2016 Essentials

Awarded this _____ day of _____, 20____

Presenter Name and Title

PowerPoint Sample

Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide. PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.

Module Two: Create and Manage Worksheets and Workbooks

Worksheets live in workbooks in Excel and create the building blocks of documenting, analyzing, manipulating, and presenting data. This module will help you get started by creating worksheets and workbooks.

Before the beginning of great brilliance, there must be chaos. Before a brilliant person begins something great, they must look foolish in the crowd.
Lao Tsu

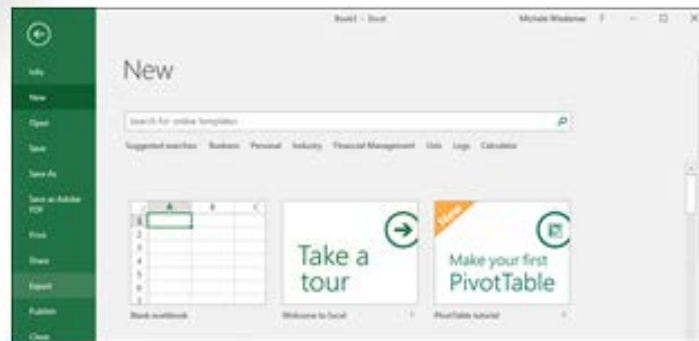


Lesson: Create Worksheets and Workbooks

In this lesson, we'll introduce the following topics:

- Create a Workbook
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet

Create a Workbook



Import Data from a Delimited Text File



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