



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!

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Preface



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

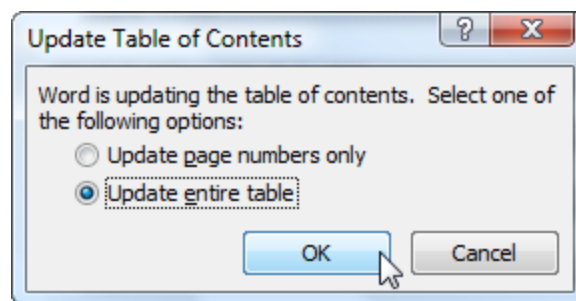
Our courseware packages offer you top-quality training materials that are customizable, user-friendly, educational, and fun. We provide your materials, materials for the student, PowerPoint slides, and a take-home reference sheet for the student. You simply need to prepare and train!

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.

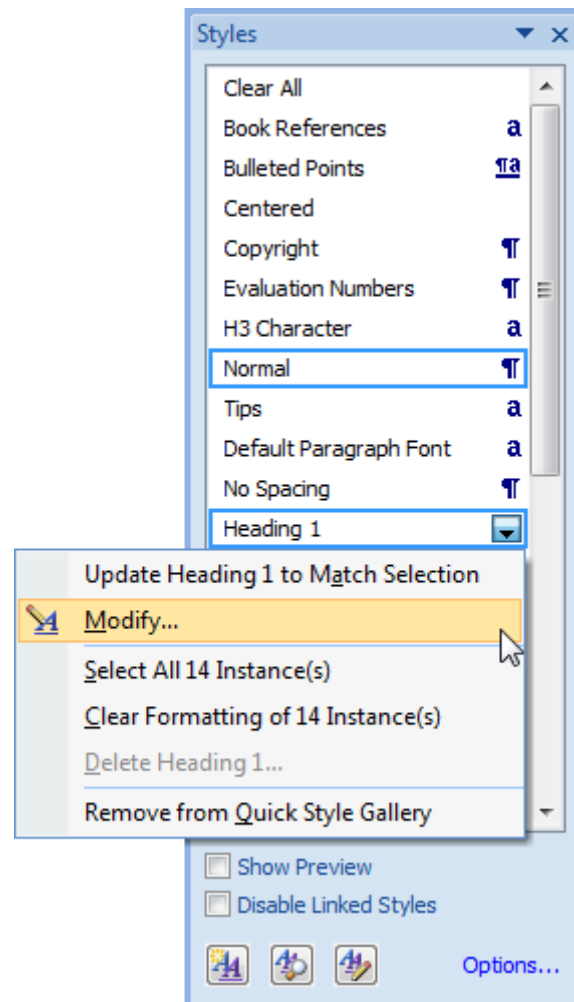


(You will also want to perform this step if you add modules or move them around.)

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.

Productivity is being able to do things that you were never able to do before.

Franz Kafka

Module Two: Manage Workbook Options and Settings

This module looks at templates and other ways of working with multiple workbooks, like the proper way to reference data in another workbook or using structured references. We'll also look at displaying hidden Ribbon tabs. Workbook Reviews incorporate options for marking a workbook as final, protecting it with a password or restricting editing. We'll look at protecting a workbook structure and managing versions, as well as setting calculation options.

Manage Workbooks

Estimated Time for this Lesson	25 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Save a workbook as a template• Reference data in another workbook• Reference data by using structured references• Display hidden ribbon tabs

Save a Workbook as a Template

Templates are a way of pre-designing a workbook so that you can create workbook quickly without having to start from scratch.

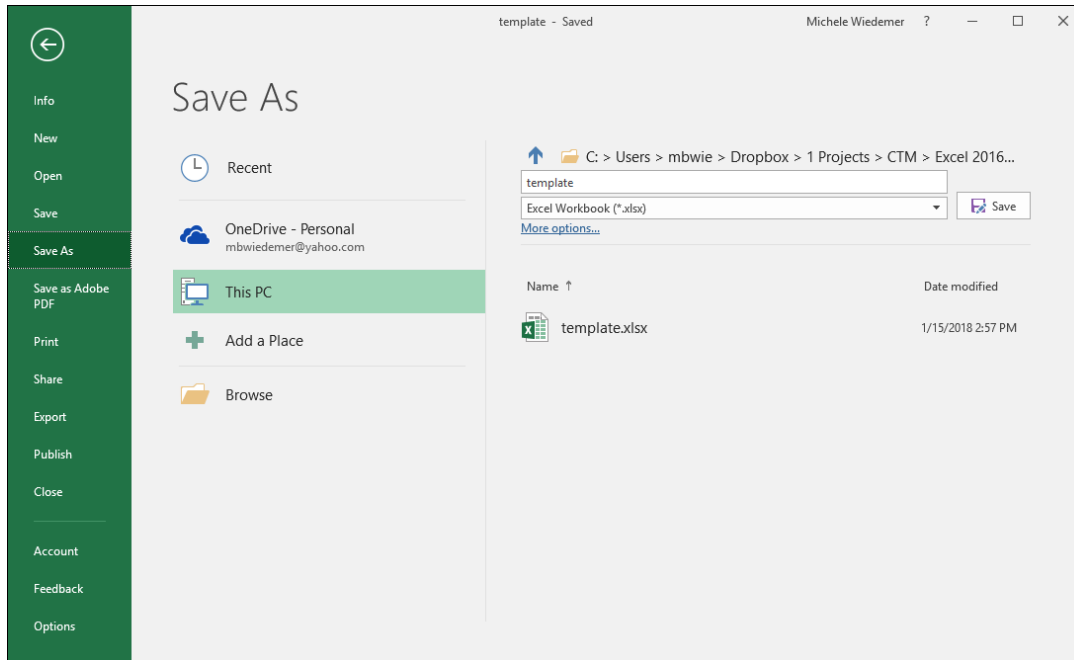
Topic Objective	Save a workbook as template
Topic Summary	Select the File tab to open the Backstage View. Select Save As . Chose Excel Template , or xltx as the file type in the Save as Type drop down list. Save the template in the default template location to have the template available when creating new workbooks.
Materials Required	Any Workbook

Recommended Activity

Have the participants practice saving a file as a template.

Show the participants how to save the current workbook as a template.

1. Select the **File** tab from the Ribbon to open the Backstage View.
2. Select **Save As**.



3. Select **Excel Template (*.xltx)** from the **Type** drop down list.

Notice that when you make that selection, the location for the file changes to the default templates folder. Use this location to make it available for your use when creating new workbooks.

4. Give the template a new name if desired.
5. Select **Save**.

Reference Data in Another Workbook

You can create a reference to get values from another workbook.

Topic Objective	Reference data in another workbook
Topic Summary	<p>Have open both the workbook with the data you want to reference, and the workbook that will use the external reference.</p> <p>Where you want to create the reference, enter =, then click on the cell in the other workbook that you want to reference. Excel places a dotted green line around the referenced cell. Press Enter to complete the reference.</p>

	The reference is an absolute reference with the name of the file, single quotes and brackets.
Materials Required	<ul style="list-style-type: none"> • “External reference” sample file • Any other workbook
Recommended Activity	Have the participants enter an external reference.

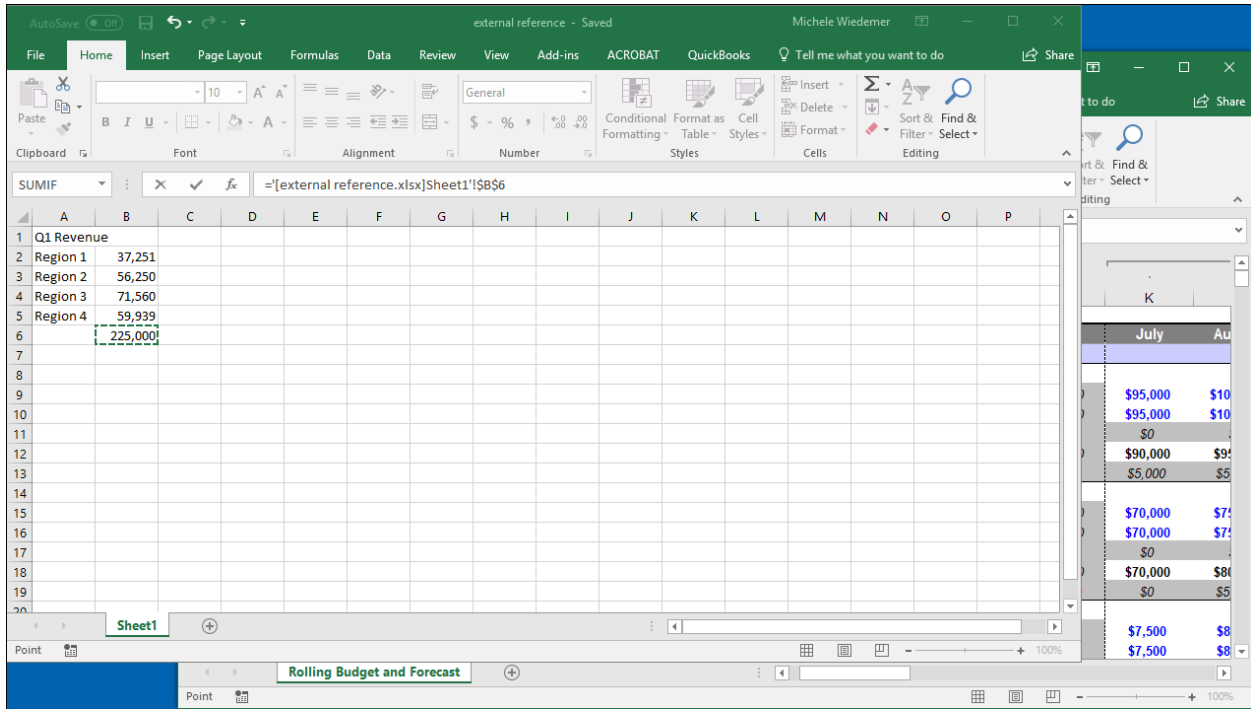
Show the participants how to create an external reference.

1. In the cell where you want the reference, type =.

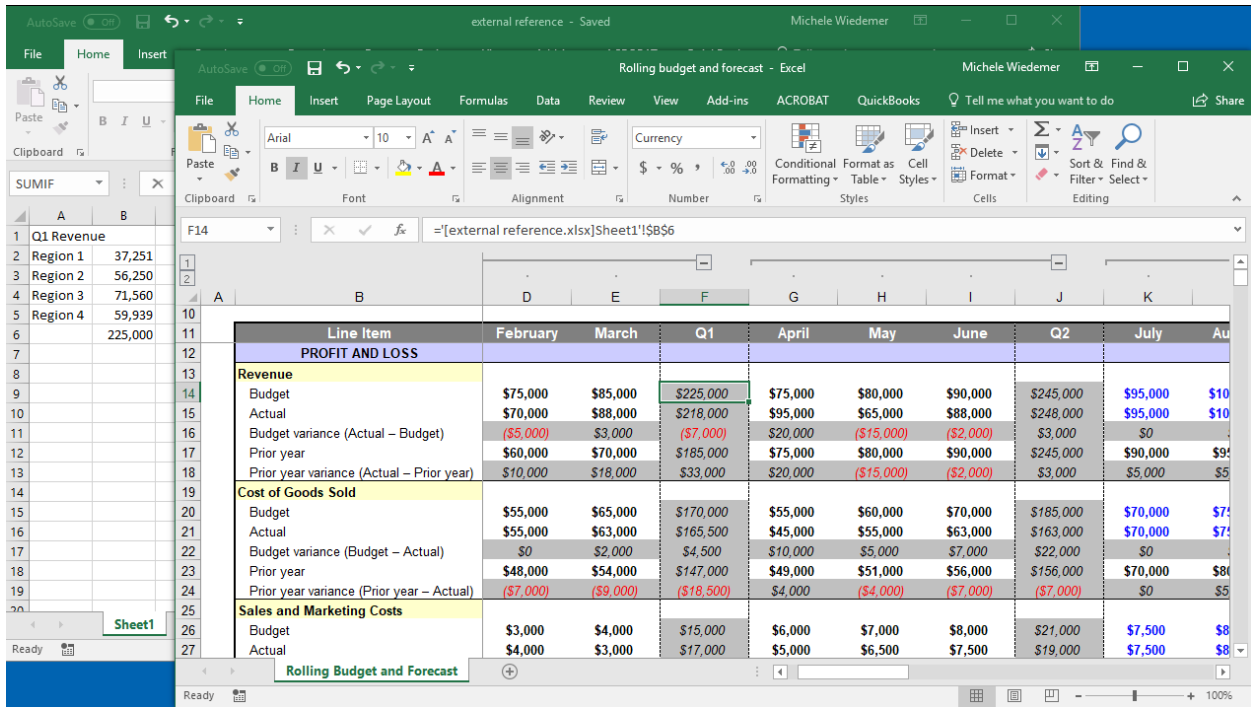
The screenshot shows an Excel spreadsheet titled "Rolling Budget and Forecast". The spreadsheet is divided into several sections: Revenue, Cost of Goods Sold, and Sales and Marketing Costs. Each section has rows for Budget, Actual, Budget variance, and Prior year variance. The columns represent months: February, March, Q1, April, May, June, Q2, and July. The Q1 Revenue cell is highlighted, and the formula bar shows an equals sign (=).

Line Item	February	March	Q1	April	May	June	Q2	July	Aug
PROFIT AND LOSS									
Revenue									
Budget	\$75,000	\$85,000	=	\$75,000	\$80,000	\$90,000	\$245,000	\$95,000	\$100,000
Actual	\$70,000	\$88,000	\$218,000	\$95,000	\$65,000	\$88,000	\$248,000	\$95,000	\$100,000
Budget variance (Actual - Budget)	(\$5,000)	\$3,000	(\$7,000)	\$20,000	(\$15,000)	(\$2,000)	\$3,000	\$0	\$0
Prior year	\$60,000	\$70,000	\$185,000	\$75,000	\$80,000	\$90,000	\$245,000	\$90,000	\$95,000
Prior year variance (Actual - Prior year)	\$10,000	\$18,000	\$33,000	\$20,000	(\$15,000)	(\$2,000)	\$3,000	\$5,000	\$5,000
Cost of Goods Sold									
Budget	\$55,000	\$65,000	\$170,000	\$55,000	\$60,000	\$70,000	\$185,000	\$70,000	\$75,000
Actual	\$55,000	\$63,000	\$165,500	\$45,000	\$55,000	\$63,000	\$163,000	\$70,000	\$75,000
Budget variance (Budget - Actual)	\$0	\$2,000	\$4,500	\$10,000	\$5,000	\$7,000	\$22,000	\$0	\$0
Prior year	\$48,000	\$54,000	\$147,000	\$49,000	\$51,000	\$56,000	\$156,000	\$70,000	\$80,000
Prior year variance (Prior year - Actual)	(\$7,000)	(\$9,000)	(\$18,500)	\$4,000	(\$4,000)	(\$7,000)	(\$7,000)	\$0	\$5,000
Sales and Marketing Costs									
Budget	\$3,000	\$4,000	\$15,000	\$6,000	\$7,000	\$8,000	\$21,000	\$7,500	\$8,000
Actual	\$4,000	\$3,000	\$17,000	\$5,000	\$6,500	\$7,500	\$19,000	\$7,500	\$8,000

2. Click on the cell in other workbook that you want to reference.



3. Press Enter.



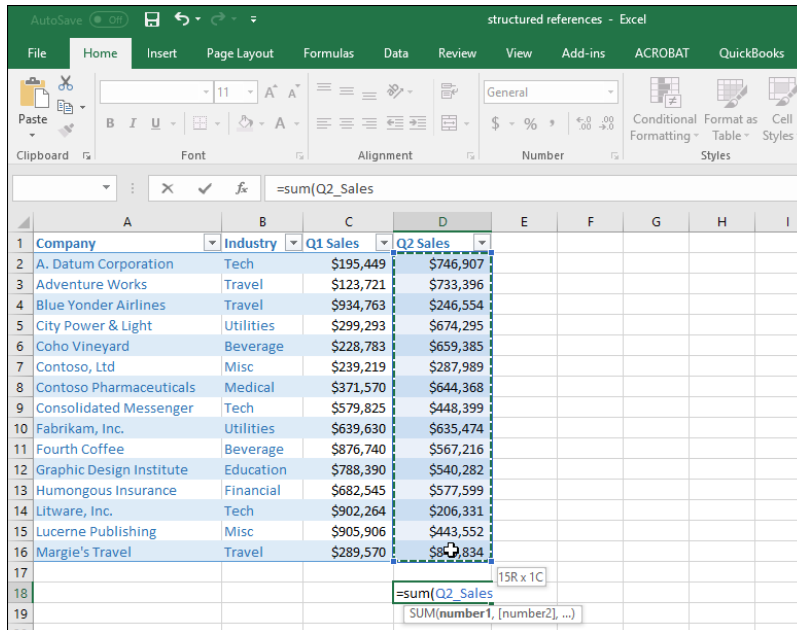
Reference Data by Using Structured References

When working with tables in Excel, you can reference table names and column names instead of explicit cell references. This is helpful in case you add or remove data from the table.

Topic Objective	Create structured references
Topic Summary	<p>When creating your formula, click on the table cells you want in the reference to use structured references, as opposed to typing the cell references in the formula.</p> <p>Structured references require the correct syntax, such as the table name, the column specifier, and the item specifier. Structured references require brackets around specifiers. All column headers are text strings and require brackets around any column headers that include special characters.</p>
Materials Required	“Structured references” sample file
Recommended Activity	Have the participants practice creating a structured reference.
Stories to Share	You can include the space character to improve readability of a structured reference.

Show the participants how to create a structured reference.

1. When creating a formula, click on a table's cells. The table name and item specifier are used in the formula instead of the explicit cell references.



The screenshot shows an Excel spreadsheet with a table containing sales data. The table has columns for Company, Industry, Q1 Sales, and Q2 Sales. A formula bar at the top shows the formula `=sum(Q2_Sales)`. A tooltip for the SUM function is visible, showing the syntax `SUM(number1, [number2], ...)`.

	A	B	C	D	E	F	G	H	I
1	Company	Industry	Q1 Sales	Q2 Sales					
2	A. Datum Corporation	Tech	\$195,449	\$746,907					
3	Adventure Works	Travel	\$123,721	\$733,396					
4	Blue Yonder Airlines	Travel	\$934,763	\$246,554					
5	City Power & Light	Utilities	\$299,293	\$674,295					
6	Coho Vineyard	Beverage	\$228,783	\$659,385					
7	Contoso, Ltd	Misc	\$239,219	\$287,989					
8	Contoso Pharmaceuticals	Medical	\$371,570	\$644,368					
9	Consolidated Messenger	Tech	\$579,825	\$448,399					
10	Fabrikam, Inc.	Utilities	\$639,630	\$635,474					
11	Fourth Coffee	Beverage	\$876,740	\$567,216					
12	Graphic Design Institute	Education	\$788,390	\$540,282					
13	Humongous Insurance	Financial	\$682,545	\$577,599					
14	Litware, Inc.	Tech	\$902,264	\$206,331					
15	Lucerne Publishing	Misc	\$905,906	\$443,552					
16	Margie's Travel	Travel	\$289,570	\$621,834					

2. Enter the close parenthesis and press Enter to enter the formula.

Sample Module: Review Questions

1. When you choose Excel Template as the file type when saving a file, using the default location makes the item available on the New page when creating a new workbook.

- a) True
- b) False

You can save a template anywhere, but use the default location to make it available on the New page when creating a new Workbook.

2. To show a value from a cell in another workbook, what do you type before clicking on the cell to reference?

- a) \$
- b) =
- c) +
- d) <

The equals sign signals to Excel that you are creating a formula, which in this case is just the external reference.

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 Expert

Define a Named Range

1. Highlight the cell references you want to name.
2. Select the **Formulas** tab.
3. Select **Define Name**. Select **Define Name** from the drop down list.
4. In the **New Name** dialog box, enter a **Name** for the cell reference range.
5. Select a different scope for the reference to define where the name will be available.
6. Enter a **Comment**, if desired.
7. Change the **Refers to** area, if desired.
8. Select **OK**.

Configure a Data Validation Rule

1. Select the **Data** tab from the Ribbon.
2. Select **Data Validation**.
3. Select **Data Validation** from the drop down list.
4. On the **Settings** tab of the *Data Validation* dialog box, set up the **Validation Criteria**. Use the drop down lists to help you build your criteria. In this example, we are requiring a three-digit number.
5. Select the **Input Message** tab.
6. Enter a **Title** and **Message** that the user will see when he or she selects the cell.
7. Select the **Error Alert** tab.
8. Select the **Style** of error from the drop down list. Enter a **Title** and **Error** message to display if the user enters invalid data.
9. Select **OK**.

Record a Macro

1. Select the **VIEW** tab from the Ribbon.
2. Select **MACROS**.
3. Select **RECORD MACRO**.

The *Record Macro* dialog box is displayed.

4. Enter a Name for your macro. The name cannot contain spaces.
5. Indicate a keyboard shortcut, if desired.
6. Select the location where you would like to Store your macro from the drop down list.
7. If desired, enter a Description of what your macro accomplishes.
8. Select **OK**.

Set Calculation Options

1. Select the **Formulas** tab from the Ribbon.
2. Select Calculation Options.
3. Select one of the calculation options.
4. If you do not use Automatic calculation, you can use the Calculate Now and Calculate Sheet commands in the same group on the Formulas tab.

Define Conditional Format Rule

1. Highlight the cell or cell range where you want to use conditional formatting.
2. Select the Conditional Formatting tool from the Home tab on the Ribbon.
3. Select New Rule.
4. In the New Formatting Rule dialog box, select Type.
5. Enter the Rule Description and type of formatting.
6. Select **OK**.

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 Expert

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: Manage Workbook Options and Settings

This module introduces students to a Word document and the different ways of creating documents. We'll introduce the Ribbon so that students are familiar with the tool terminology. Then we'll look at ways of navigating through a document.

*A journey of a
thousand miles
must begin with
a single step.*

Lao-Tsu

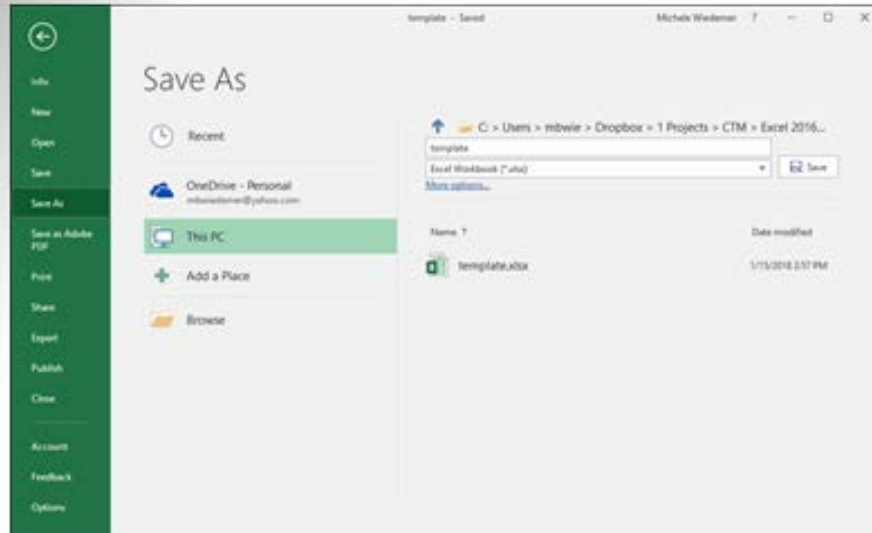


Lesson: Manage Workbooks

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

- Save a workbook as a template
- Reference data in another workbook
- Reference data by using structured references
- Display hidden ribbon tabs

Save a Workbook as a Template



Reference Data in Another Workbook

The screenshot shows a Microsoft Excel spreadsheet titled 'Rolling Budget and Forecast'. The spreadsheet displays a 'PROFIT AND LOSS' table with columns for February, March, Q1, April, May, June, Q2, and July. The table includes rows for Revenue, Cost of Goods Sold, and Sales and Marketing Costs, with budget and actual values and variance calculations. The data is as follows:

Line Item	February	March	Q1	April	May	June	Q2	July	Actual
PROFIT AND LOSS									
Revenue									
Budget	\$75,000	\$85,000	\$220,000	\$75,000	\$80,000	\$90,000	\$245,000	\$55,000	\$19
Actual	\$70,000	\$80,000	\$210,000	\$70,000	\$65,000	\$80,000	\$245,000	\$50,000	\$19
Budget variance (Actual - Budget)	(\$5,000)	(\$5,000)	(\$10,000)	(\$5,000)	(\$15,000)	(\$10,000)	\$0	(\$5,000)	\$0
Prior year variance (Actual - Prior year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cost of Goods Sold									
Budget	\$55,000	\$65,000	\$170,000	\$55,000	\$60,000	\$70,000	\$185,000	\$40,000	\$17
Actual	\$55,000	\$63,000	\$168,000	\$55,000	\$55,000	\$63,000	\$180,000	\$38,000	\$17
Budget variance (Budget - Actual)	\$0	\$2,000	\$2,000	\$0	\$5,000	\$7,000	\$5,000	\$2,000	\$0
Prior year variance (Prior year - Actual)	(\$7,000)	(\$8,000)	(\$15,000)	\$2,000	(\$2,000)	(\$7,000)	(\$7,000)	\$0	\$0
Sales and Marketing Costs									
Budget	\$3,000	\$4,000	\$10,000	\$3,000	\$7,000	\$8,000	\$20,000	\$7,000	\$8
Actual	\$4,000	\$3,000	\$10,000	\$5,000	\$6,500	\$7,500	\$19,000	\$7,500	\$8

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