Design Document

Project	Excel Mini Lessons
Business Purpose	To create e-learning training to increase Excel techniques and to provide tips
Target Audience	Any spreadsheet user for business
Training Time	Each lesson should be no longer than 10 minutes
Training Recommendations	● Not all material will have prerequisite knowledge and can be taken at any time ● Materials that need foundational knowledge will be grouped together in succession
Deliverables	Lessons will be in video and interactive presentation formats
Learning Objectives	The learner should be able to: ● Create formulas ● Create a chart ● Create a pivot table
Training Outline	There will be 7 lessons: MODULE 1 - EXCEL BASICS (for Beginners) Module 2 - EXCEL ESSENTIALS MODULE 3 - EXCEL FORMULAS MODULE 4 - DATA ANALYSIS MODULE 5 - INTRODUCTION TO EXCEL CHARTING MODULE 6 - PIVOT TABLE MODULE 7 - EXCEL EXTRAS
Evaluation Plan	After each lesson, the learner will practice with an interactive quiz.