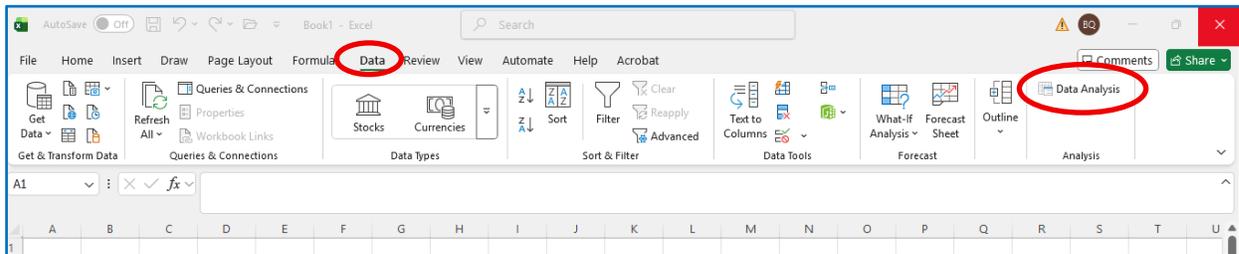


Personal computing skills are essential to every Lean Six Sigma Green Belt and Black Belt. Participants in this training program should be equipped with a laptop computer loaded with Excel (version 2010 or later). Please contact the instructor if you plan to use a Mac.

You will also need the **Analysis ToolPak**, a statistical package that comes with Excel.

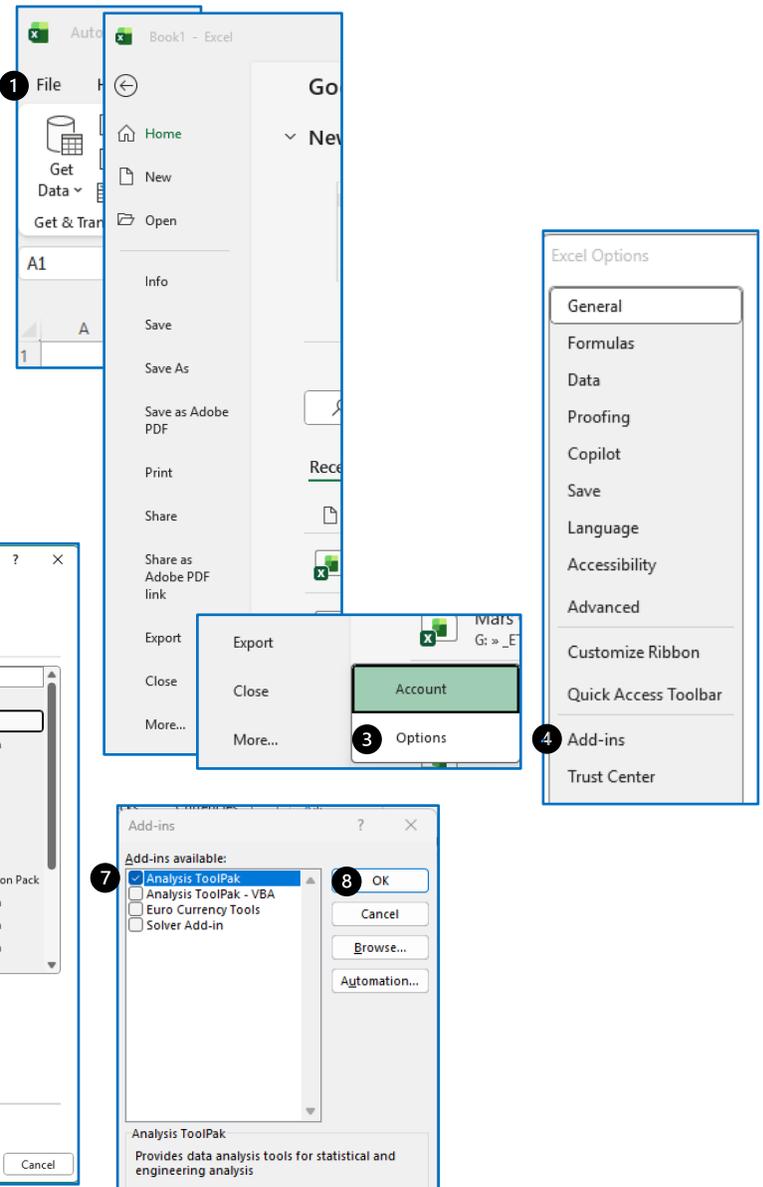
Check to see if the Analysis ToolPak is already installed.

What you should see when you select the *Data* tab (Excel version 2510):



If *Data Analysis* does not appear,
select in order:

1. File tab (in left hand corner)
2. More
3. Options
4. Add-Ins
5. Select (highlight) “Analysis ToolPak”
6. Click Go
7. Check “Analysis ToolPak”
8. Click OK



Once you've completed steps 1-8, go back to the "Data" tab and see if the "Data Analysis" function shows up (you can also try closing and re-opening Excel).

- If it does not show up, try the commands above again, making sure to follow each step 1-8 in order.
- If the "Analysis ToolPak" option was not included in the original installation, then the commands above will not be successful. Excel must be re-installed making sure it's included.
- The "Analysis ToolPak" can also be downloaded from the Microsoft Office web site.
- At times, Excel sometimes loses the "Data Analysis" function and the "Analysis ToolPak" must be reloaded using the instructions above (try closing and re-opening Excel first).

Excel Proficiency

Participants in the Lean Six Sigma training program should know how to perform the Excel operations listed in the table on the following page. Practice and proficiency with these Excel operations will allow participants to concentrate on learning the concepts and tools of Lean Six Sigma, without having to learn Excel at the same time.

Please note that the items highlighted in green are more advanced operations and while participants will be instructed in their use during class; learning them ahead of time would be extremely helpful.

Excel Tab	Operation
<i>File</i>	Open, Close, Save As
<i>Home</i>	Cut
	Copy
	Paste
	Paste options (values, formulas, etc.)
	Insert row/column
	Delete row/column
	Clear contents
	Format cells (general, text, #, \$, %, etc.)
	Select cell ranges
	Select row(s)
	Select column(s)
	Set row height
	Set column width

Insert	Create, format, and modify Column charts
	Create, format, and modify Line charts
	Create and modify Pivot Tables
	Create, format, and modify Scatter plots
Formulas	Insert Function
	AutoSum
	Edit cell formulas
	Copy cell formulas
	Use basic math, stats, logic functions in formulas (SUM, SQRT, AVERAGE, STDEV, IF).
	Use relative and absolute cell references; use quotation marks to signify a text result in a logic formula (e.g., =IF(C2<1500, "Fail", "Pass"))
Data	Sort, including add/delete levels
	Filter
	Text to Columns
	"Data Analysis" needs to be enabled (see notes in Excel Set-up section).
View	Options to show Gridlines, Formula Bar and Headings should be checked
	New Window
	Arrange All
	Hide/Unhide columns

	Freeze/Unfreeze Panes
Other Excel functions	Use of right-click mouse commands
	Drag & drop
	Select worksheet
	Rename worksheet
	Move worksheet
	Copy worksheet

If you need to improve your proficiency in using Excel, or you are seeking a good refresher, please find below links to three free YouTube videos that you will find extremely helpful:

1. Beginners Tutorial - <https://www.youtube.com/watch?v=tuk99Sgc6Fw>

This video starts with simple tasks like selecting cells and entering data, then quickly moves to calculating data with basic formulas and functions.

2. Intermediate Tutorial - https://www.youtube.com/watch?v=gMyfHdt_uJI

This video shows how simple it is to sort and filter and then moves to one of Excel's most popular features, Pivot Tables which are used during the Lean Six Sigma Green Belt training program.

3. Beginner to Advanced - <https://www.youtube.com/watch?v=TpOIGij43AA>

This extensive video contains 6 comprehensive modules to take you from beginner to Excel expert in under 6 hours! It starts with the basic Excel Formulas for Beginners, and then moves on to intermediate concepts such as Pivot Tables and Dynamic Array Functions. It concludes with Advanced Formulas and dives deeper into Logical Functions and other advanced Excel functions.

Topics covered in these three tutorials include: Start Screen & Templates, Ribbon & QA Toolbar, Backstage View, Interface, Share Pane, Tell Me, Smart Lookup, Navigating, Keyboard Shortcuts, Entering Text Formatting Numbers, Deleting & Formatting, AutoSum, Simple Formulas, Simple Functions, Absolute Referencing, Inserting Rows Inserting Columns, Moving & Copying Data, Autofill, Cell Styles, Worksheet Themes, Excel Templates, Grouping Worksheets, Freeze Panes, Custom Views, Spell Check, Printing, Flash Fill, List Design & Single Level Sorting, Multi-Level Sorting, Custom Sorting, Filtering, Multi-Level Filtering, Search Filtering, Format as Table, Table Style Options, Remove Duplicates, Convert to Range, Subtotal, Multi-Level, Subtotaling, Remove Subtotals, Quick Analysis Charts, Inserting Data Charts, Formatting Data Charts, Chart, Templates, Spark lines, Printing Charts, MS Query, Exporting Overview, Pivot Tables, Multiple-Field Pivot Tables, Drill Down Reports, Pivot Charts & Grouping Fields, Slicer Tool, Data Validation, Cell & Sheet Protection, and Conditional Formatting.