**Introduction**

Congratulations on taking the first step in building a solid foundation for using Excel in the healthcare setting!

I designed this course to provide a concise, yet comprehensive overview of the most useful functions and Excel methods to work in the healthcare setting. This course is designed for anyone working within healthcare who could benefit from being more proficient at Excel, and goes over both data analysis and project management.

**The best way to learn Excel is to use it.**

Because of that, I have included the sample data sets in this course, and I strongly believe you will get the most out of this course by downloading them and following along with the videos.