**Excel Instructions for Students:**

1. Once you become a Wisconsin student you will also be able to get Excel for free from [**https://it.wisc.edu/**](http://elink.clickdimensions.com/c/4/?T=MzU3MDcyNTQ%3AMDItYjE4MTUyLTk1NWEwMDA5YTQ5MDRlZWY5OWVhNjRjYTUyMDQzOTE3%3Acnlhbi5zY2h3ZW5uKzA4MTdyZWd0ZXN0QHdpc2MuZWR1%3AY29udGFjdC03N2UyNmNjOTZmODNlNzExODEwYTAwNTA1NmIwZmNiNC05ODkwMDQ0NzJlODE0YTVmOWQwNDBmNWZiMWE5MjU4MQ%3AZmFsc2U%3AMw%3A%3AaHR0cHM6Ly9pdC53aXNjLmVkdS8_X2NsZGVlPWNubGhiaTV6WTJoM1pXNXVLekE0TVRkeVpXZDBaWE4wUUhkcGMyTXVaV1IxJnJlY2lwaWVudGlkPWNvbnRhY3QtNzdlMjZjYzk2ZjgzZTcxMTgxMGEwMDUwNTZiMGZjYjQtOTg5MDA0NDcyZTgxNGE1ZjlkMDQwZjVmYjFhOTI1ODEmdXRtX3NvdXJjZT1DbGlja0RpbWVuc2lvbnMmdXRtX21lZGl1bT1lbWFpbCZ1dG1fY2FtcGFpZ249RlRNQkEtSW5xLUFwcCZlc2lkPTg5MDQxZDAwLWRmNjUtZTgxMS04MTEzLTAwNTA1NmIwZmNiNA&K=odZwFJjI2ak2HdBuI4F6-g), if you do not have it already.
2. With regard to Excel, please work through the two proficiency courses that are part of the ExcelNow! add-in that is available to all Wisconsin School of Business students.
3. You can access the ExcelNow! add-in here: <https://bus.wisc.edu/current-student-resources/bba/academic-support-resources/excel-learning-proficiency-course>.  You will need your UW Net ID in order to access the material.
4. Please be sure that you are competent in all segments of proficiency course 1.
5. For proficiency course 2, the important segments you need are: 21-24, 29-31, 33-37 and 40.
6. You can find the proficiency courses in the Quizzes menu item of ExcelNow!.