
Excel

Prerequisite:

Recent experience using Excel or our Excel Basics class

Instructor

School Phone

805-497-2761

Class Dates

Room Location

Room

Overview:

Office workers, teachers, business owners, volunteers—just about everyone—needs Microsoft Excel to do their job. This comprehensive class starts with formulas and functions and takes you all the way to VLookup, Pivot Tables, and macros! If you use Excel on the job and/or understand basic worksheet navigation and entering and editing data, this is the one Excel class you've been looking for!

Class Resources and Recommended Books:

Textbook, online materials, and a 2-year subscription to our comprehensive video learning library included. This class is an excellent prep for the Microsoft Office Specialist Exam.

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various Excel techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

- Working with Formulas and Functions
- Basic Charting
- Formatting
- Inserting Date Functions
- Working with Conditional Formatting
- Naming Cells and Ranges
- Managing Multiple Worksheets
- Linking Cells and Formulas
- Using 3-D Cell References in Formulas
- Creating Formulas Using Criteria IF Functions
- Logical, Text, & Financial Functions
- Using Data Analysis Tools
- Working with Tables and Outlines
- Introduction to LOOKUP Functions, PivotTables & Macros