

MS Office for the busy Professional – 2020 Term

All classes are from 1:00 PM to 4:00 PM unless otherwise indicated. Please verify when you register online or call the office.

Date	#	Class Title	Prerequisite(s)	Class Outline
2/21	1	Excel Intro	None	Navigate the Excel workbook, Create a Basic Worksheet Use Time-Saving Shortcuts, Printing, page layout
3/6	2	Excel Formulas	Class 1: Excel Intro or equivalent experience	Importance of Absolute vs relative references Common: SUM, AVERAGE, MAX, MIN Logical: IF, AND, SUMIF, COUNTIF
3/13	3	List Management	Class 1: Excel Intro or equivalent experience	Shortcuts for managing large Excel databases Sorting & filtering data, Easy Subtotals and Outlines Excel tables to manage & summarize data
3/20	4	Calculate and Consolidate data	Class 2: Excel Formulas or equivalent experience	Calculate data across worksheets Shortcuts to modifying data in multiple sheets Formulas to consolidate, separate, or modify text imported from your ERP
3/27	5	Visualize & Present	Class 1: Excel Intro or equivalent experience	Review of Excel Tables , Intro to Pivot Tables Intro to Charts & Slicers , Intro to Conditional Formatting
4/3	6	Advanced Pivot Tables	Class 5: Visualize & Present	Various ways to summarize data Review of slicers, Calculating within a pivot table Custom grouping , Intro to Dashboards
4/10	7	Advanced Charts	Class 5: Visualize & Present	Compare targets to actuals using a thermometer Floating column , a good visual of min & max values Performance, Benchmark, Dynamic with scrollbar
4/17	8	Advanced Formulas	Class 2: Excel Formulas	Data Validation Nested IF & IFS (IFS avail in Office 365 subscription or 2019 only) VLOOKUP with data validation INDEX & MATCH functions <i>More as time allows!</i>