

MS Office for the busy Professional – 2020 Term

These classes will be held in-person at Dover Adult Learning Center!

All classes are from 9:00 AM to 12:00 PM unless otherwise indicated. Please verify when you register online or call the office.

| Date | Class Title | Prerequisite(s) | Class Outline |
|-------|--|---|--|
| 10/30 | Excel Intro | None | Navigate the Excel workbook, Create a Basic Worksheet Use Time-Saving Shortcuts, Printing, page layout |
| 11/6 | 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 |
| 11/13 | Excel 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 |
| 11/20 | Excel Calculate Across Worksheets; Modify data imported from ERP | 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 |
| 12/4 | Intro to Pivot Tables & Charts | Class #1: Excel Intro or equivalent experience | Review of Excel Tables , Intro to Pivot Tables Intro to Charts & Slicers , Intro to Conditional Formatting |
| 12/11 | 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 |
| 12/18 | 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> |