

MS Office for the busy Professional – 2021 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
3/5	Excel Intro	None	Navigate the Excel workbook, Create a Basic Worksheet Use Time-Saving Shortcuts, Printing , page layout
3/12	Excel Intro to Formulas	Excel Intro or equivalent experience	Importance of Absolute vs relative references Common: SUM, AVERAGE, MAX, MIN Logical: IF, AND, SUMIF, COUNTIF
3/19	Excel List Management	Excel Intro or equivalent experience	Shortcuts for managing large Excel databases Sorting & filtering data, Easy Subtotals and Outlines Excel tables to manage & summarize data
3/26	Excel Work with multiple sheets; Modify data imported from ERP	Excel Intro to 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
4/2	Intro to Pivot Tables & Charts	Excel Intro or equivalent experience	Review of Excel Tables , Intro to Pivot Tables Intro to Charts & Slicers , Intro to Conditional Formatting
4/9	Advanced Pivot Tables	Intro to Pivot Tables & Charts	Various ways to summarize data Review of slicers, Calculating within a pivot table Custom grouping , Intro to Dashboards
4/16	Advanced Formulas	Excel Intro to 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>