All ECS classes are held from 4:15 PM to 5:15 PM unless otherwise specified. Ending time is approximate.

Excel Rookie modules

Take-home materials will be provided for each topic. Students should also be prepared to take notes.
Prerequisites: Ability to open, edit and save and navigate within Excel workbooks.

Topic	Description
Formulas and Functions - Intro	Summarize data quickly using Excel functions Includes using Date formulas Time-saving Auto fill methods
Functions for payments and savings	Figure monthly loan payments, loan amounts, terms and down payments. *Example: You would like to buy a $19,000 car at a 2.9% interest rate over three years. You want to keep the monthly payments at $350 a month, so you need to figure out your down payment*
Conditional Formatting	Use formulas to format cells that meet your specific criteria. *Example: Highlight upcoming expiration dates.*
Format cells, columns, rows, sheets	Format numbers, zip codes, telephone numbers, etc. Add borders, shading, text color and alignment Insert, delete, hide and move cells, columns, rows and sheets View multiple sheets in a workbook
Manage your data lists	Sort your data by multiple columns Filter your list to display only rows with specific criteria Easily provide subtotals
Simplify Data Entry	Create drop-down lists and display forms for simplifying and regulating data entry
Printing a sheet or workbook	Add headers and footers (*page numbers, for example*) Print row and column headers on every page Insert a Draft or Confidential watermark Use page breaks and scale your data to fit
Security	Lock and unlock specific cells or areas of a sheet Hide formulas Password protect the sheet or workbook
Logical Functions - Intro	Count or sum data that meets your specific criteria. *Example: Use formulas to quickly examine which salespeople met multiple goals and determine compensation.*

Excel Veteran Modules

Excel Cafeteria Style
One hour classes

Take-home materials will be provided for each topic. Students should also be prepared to take notes.
Prerequisites: The following modules are for experienced users of Excel who wish to enhance their skills.

Topic	Description
Formulas and Functions – Named ranges	Create named ranges for use in formulas *Example: = Sum(Northeast,Southeast)* Edit, filter and delete named ranges Audit your range names
Functions – Calculate data across worksheets	Calculate and link data across multiple sheets to create a quick Summary sheet.
Charts	Learn about charts that are available in Excel Arrange your data in order to create the desired visual Modify chart elements Add and format axis titles Reuse a chart by creating a chart template
Pivot Tables	Pivot Tables are used to summarize and analyze data quickly and are interactive (Ex: Give me sales totals of a particular customer, by product, by quarter) Rules for organizing your data Create and manage your pivot table *Example on http://www.alittleclass.net/excel---cafeteria-style.html*
Functions - Lookup values on another worksheet	VLOOKUP table *Example: In my orders sheet, return the price of this item from the price column of the Item sheet* HLOOKUP table VLOOKUP and HLOOKUP combo *Example: Lookup the part number listed in my Parts table by Year **and** Model.*
Functions to manage text	Combine first and last names into one cell *Example: An employee list imported from another source may require some manipulation* Create a new column with part of the data in another column Change the text case of an entire column Use an IF statement to test for conditions *Example: Quickly determine which employees have over 10 years of service*
Logical Functions - Advanced	Nested IF statements and array formulas. Use multiple criteria to sum or count cells that meet criteria based on other cells. *Example: Equate a student's score to a grade A,B, C, etc. Or total only the vehicle types that are Trucks and have a color of Black.*