

Fall 2017 Class Outlines

Dover Adult Learning Center

Class	Description	Prerequisites
MS Windows	Create, arrange and find files and folders. Utilize the free tools that come with the Windows Operating System	No prerequisites
MS Excel 1A	Nomenclature and lots of time-saving shortcuts covered in this introductory class! You will also learn the purpose and proper use of absolute and relative formulas; simple formulas, and formatting tips. Companion class to Excel Basics 1B.	Basic keyboard and mouse skills
MS Excel 1B	Manage multiple worksheets; create headers and footers; print reports; more shortcuts!	Excel 1A or equivalent experience
MS Excel 2A	Use advanced formulas such as IF, VLOOKUP, HLOOKUP; organize, sort & filter long lists; assign range names for quick navigation and formulas	Excel 1A & 1B or equivalent experience
MS Excel 2B	Create charts; summarize data quickly with Pivot Tables; insert and manipulate graphics	Excel 1A & 1B or equivalent experience. Excel 2A is not a prerequisite for this class
MS Excel 3A	Streamline your workflow with the use of Properties, Macros & Conditional formatting; simplify data entry; audit formulas; summarize your data quickly with outlines & grouping	Excel 2A & 2B or equivalent experience
MS Excel 3B	Advanced and nested functions; keep your formulas safe; work with multiple workbooks; use Scenarios and What-If analysis	Excel 3A
MS Access Intro -Designing Queries & Reports	If you are managing an existing database, this is the class for you. Learn how to manage data in tables; design a variety of queries, create forms and reports	Basic proficiency with Word or Excel
MS Introduction to PowerPoint	Create and design slides, insert text and pictures, set up and run a simple slide show	Basic experience with Word features such as copying, cutting and pasting.