

# Fall 2017 at Dover Adult Learning Center

## Outlines for Microsoft Office Speed Classes

Class	Description	Prerequisites
<p><b>If you missed MS Excel 1A!</b>  <b>Intro to Common Formulas &amp; Functions</b></p>	<p>Summarize &amp; average data quickly. Includes using Date formulas &amp; time-saving Auto fill methods. Learn how &amp; why to apply absolute vs. relative references.</p>	<p>Experience entering data into an Excel spreadsheet.  <b>This knowledge is a prerequisite for Excel 2A &amp; B</b></p>
<p><b>If you missed MS Excel 1B!</b>  <b>Manage multiple worksheets</b></p>	<p>Summarize data &amp; format several worksheets concurrently</p>	<p>Some experience with Excel including use of the SUM function.</p>
<p><b>MS Word - Mailmerge</b></p>	<p>Create a letter in Word &amp; a mailing list in Excel to produce a mass mailing, correctly addressed to multiple recipients.</p>	<p>Basic experience with entering text in Word</p>
<p><b>If you missed MS Word 1A</b>  <b>MS Word Tabs &amp; Tables</b></p>	<p>Manage text with the use of tabs; create &amp; manage tables to layout your text on the page.</p>	<p>Basic experience with the Word environment</p>
<p><b>If you missed MS Excel 1A!</b>  <b>Intro to Common Formulas &amp; Functions</b></p>	<p>Summarize &amp; average data quickly. Includes using Date formulas &amp; time-saving Auto fill methods. Learn how &amp; why to apply absolute vs. relative references.</p>	<p>Experience entering data into an Excel spreadsheet.  <b>This knowledge is a prerequisite for Excel Level 2 classes</b></p>
<p><b>MS Excel –Intro to Logical Functions &amp; nesting functions and formulas</b></p>	<p>Use functions such as IF, SUMIF, COUNTIF, AND to instruct Excel which cells should be included in your results.</p>	<p>Excel Intro to Formulas &amp; Functions</p>