

Excel Classes for Dover Adult Learning Center Fall Term 2020

These are online classes led by our local instructor, Nancy Little, MCT.

A reliable internet connection and ability to access Zoom is required for all of the following:

Prerequisites for Excel Basic classes : Ease with a keyboard and mouse. Keying speed not required.

Day	Time	Class name	Class description
9/22 Repeat: 9/24	5:30 to 7:30 PM	Excel 1A	Intro to the Excel environment <ul style="list-style-type: none"> • Create a basic worksheet • Time-saving shortcuts • Use templates to save time
9/29 Repeat: 10/1	5:30 to 7:30 PM	Excel 1B	Create Formulas <ul style="list-style-type: none"> • Insert commonly used functions • Edit & copy functions easily & correctly • Learn about absolute vs relative references • Edit & format worksheet data
10/8	5:30 to 7:30 PM	Excel 1C	Work with different views <ul style="list-style-type: none"> • Create headers & footers on your reports • Modify page breaks, margins, scaling • Print a workbook

*Prerequisites for all Excel Intermediate and Advanced level classes: Excel Level 1 (A,B & C) or equivalent experience. Must be familiar with **absolute vs relative cell references**.*

Day	Time	Class name	Class description
10/13	5:30 to 7:30 PM	Excel 2A	Manipulate & calculate large amounts of data <ul style="list-style-type: none"> • Sort, filter & outline data for easy analysis • Learn the benefits of Excel tables & fields • Create, modify & format Excel tables
10/15	5:30 to 7:30 PM	Excel 2B	Manipulate multiple worksheets <ul style="list-style-type: none"> • Modify several sheets at once • Move, copy and export sheets • Calculate data across sheets • Total data in various worksheets by using column and row labels
10/22	5:30 to 7:30 PM	Excel 2C	Summarize large amounts of data <ul style="list-style-type: none"> • Create and manage Pivot Tables • Insert & manage various Excel Charts

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Day	Time	Class name	Class description
10/27	5:30 to 7:30 PM	Excel 3A	Logical and Lookup functions <ul style="list-style-type: none">• Using IF, IFS, IF(AND), SUMIF and more• VLOOKUP AND HLOOKUP
10/29	5:30 to 7:30 PM	Excel 3B	Data Management <ul style="list-style-type: none">• Conditional formatting basics• Setting common Excel options• Manage text exported from your ERP
11/5	5:30 to 7:30 PM	Excel 3C	Preparing for data entry and sharing <ul style="list-style-type: none">• Create drop-down lists for users• Display and protect formula cells• Customize file properties