

# Excel Classes for Dover Adult Learning Center

## Winter 2019

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

Day	Time	Class name	Class description
Wedn 1/30	4 – 6 PM	Excel Basics A	<ul style="list-style-type: none"> <li>Learn shortcuts to the most popular features in an Excel workbook</li> <li>Create a basic worksheet</li> <li>Use templates to save time</li> </ul>
Wedn 2/6	4 – 6 PM	Excel Basics B	<ul style="list-style-type: none"> <li>Create Formulas</li> <li>Insert functions such as SUM, AVERAGE</li> <li>Edit &amp; copy functions easily &amp; correctly</li> <li>Learn about absolute vs relative references</li> <li>Edit &amp; format worksheet data</li> </ul>
Wedn 2/13	4 – 6 PM	Excel Basics C	<ul style="list-style-type: none"> <li>Work with different views</li> <li>Create headers &amp; footers on your reports</li> <li>Modify page breaks, margins, scaling</li> <li>Print a workbook</li> </ul>

*Prerequisites for all Excel Intermediate and Advanced level classes: Basic Excel experience with navigation and simple functions such as SUM and formulas to subtract, multiply and divide cell values.*

Day	Time	Class name	Class description
Fri 2/15	1 – 4 PM	Windows 10	<ul style="list-style-type: none"> <li>Create, arrange and find files and folders</li> <li>Utilize the free tools that come with the Windows Operating System</li> </ul>
Wedn 2/27	4 – 6 PM	Excel Intermediate A	<ul style="list-style-type: none"> <li>Review formulas, absolute &amp; relative references</li> <li>Learn the benefits of using an Excel table</li> <li>Create, modify &amp; format Excel tables</li> <li>Sort, filter &amp; outline data for easy analysis</li> </ul>
Wedn 3/6	4 – 6 PM	Excel Intermediate B	<ul style="list-style-type: none"> <li>Create, modify &amp; manage Pivot Tables</li> <li>Insert &amp; manage various Excel Charts</li> <li>Manipulate multiple worksheets</li> </ul>
Wedn 3/13	4 – 6 PM	Excel Intermediate C	<ul style="list-style-type: none"> <li>Intro to Logical functions such as IF, AND</li> <li>Proper use of VLOOKUP &amp; HLOOKUP</li> </ul>

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Day	Time	Class name	Class description
Wedn 3/27	4 – 6 PM	Excel Advanced A	<ul style="list-style-type: none"> <li>• Conditional formatting to visualize data</li> <li>• Comments to note data</li> <li>• Methods to protect data</li> </ul>
Wedn 4/3	4 – 6 PM	Excel Advanced B	<ul style="list-style-type: none"> <li>• Watch and evaluate formulas</li> <li>• Trace &amp; troubleshoot errors</li> <li>• Create scenarios &amp; perform what-if analysis</li> </ul>
Wedn 4/10	4 – 6 PM	Excel Advanced C	<ul style="list-style-type: none"> <li>• Combine &amp; consolidate data from multiple worksheets or workbooks</li> <li>• Simplify data entry by creating drop-down lists</li> </ul>

Fri 4/26	1 – 4 PM	Excel Advanced Pivot Tables	<ul style="list-style-type: none"> <li>• Manage your data source</li> <li>• Various ways to summarize data</li> <li>• Slicers for filtering</li> <li>• Calculating within a pivot table</li> <li>• Custom grouping</li> <li>• Introduction to Dashboards</li> </ul>
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