



ABLE JOB & RESOURCE CENTER

EXCEL Teaching Topics (Fall 2019)

This Excel training provides the critical skills and tools necessary to manage and analyze data

*All Classes are on Tuesdays and Thursdays – 10:00 am – 12:40 pm

LEVEL 1 BEGINNING EXCEL (3 CLASSES, 8 hrs. total)

TUESDAY, SEPTEMBER 10TH CLASS 1 (2:40)

THE EXCEL INTERFACE, NAVIGATING EXCEL, CREATING A NEW SPREADSHEET

- Exploring the Excel Grid, Ribbon, Formula Bar, Quick Access Toolbar, and the Status Bar
- Moving around Worksheets. Tips, Tricks, Keyboard Shortcuts
- Inserting moving, modifying and deleting Columns, Rows and Cells
- Using Copy, Cut, Paste, Paste Special and Format Painter

THURSDAY, SEPTEMBER 12TH CLASS 2 (2:40)

ENTERING DATA EFFICIENTLY; AUTOMATE AND ORGANIZE YOUR DATA

- Understanding the different types of Data
- Formatting options for text, numbers and numerical values
- Using Special and Custom formatting
- Creating Custom Lists
- Automating, Organizing and Formatting data using AutoFill & Flashfill

TUESDAY, SEPTEMBER 17TH CLASS 3 (2:40)

FORMULAS AND FUNCTIONS

- Order of Operations, Operators and Arguments
- Most used Excel functions including: Sum, Average, Count, Max, Min
- Text Functions
- Logical Functions
- Date & Time Functions
- Text to Columns and Concatenate
- Using Relative & Absolute Cell References

LEVEL 2 INTERMEDIATE EXCEL (3 CLASSES, 8 hrs. Total)

TUESDAY, SEPTEMBER 24TH (2:40)

MANAGING DATA – SORTING AND FILTERING

- Using Named Cell Ranges
- Creating a structured data set
- Sorting on multiple columns - Using the Sort dialog box - Sort by Custom lists
- Using Natural language filters
- Advanced filtering

THURSDAY, SEPTEMBER 26th (2:40)

CONDITIONAL FORMATTING & DATA VALIDATION

- Identifying patterns and trends using conditional formatting
- Visualizing data and make worksheets easier to understand
- Finding and Removing Duplicates
- Using Data Validation Tools to standardize data input

TUESDAY, OCTOBER 1ST (2:40)

INTRO TO VLOOKUP, TABLES & PIVOT TABLES, SLICERS, QUICK ANALYSIS

- Finding and retrieving information using Lookup functions
- Bringing a new level of functionality critical to data analysis using Excel Tables
- Creating pivot tables to summarize, analyze and present data
- Creating and using Slicers to filter data
- Analyzing your data quickly and easily using Quick Analysis Tools



Your Operation ABLE JOB & RESOURCE Center Contact is Patti Ball – Program Manager