



MICROSOFT EXCEL SKILLS TRAINING

Classes for *BEGINNERS* & *INTERMEDIATE/ADVANCED* Users

Don't Let EXCEL Intimidate You in Your Job Search! WE GOT YOUR BACK!

INTRODUCTION to Excel **NEW!**

2-HOUR CLASS, 2-DAYS, 1 - 3 PM

Who Should Attend: Beginners - Those with little or no knowledge of Microsoft Excel



What You'll Learn:

- What Excel is, Why & What you can use it for
- Screen Layout including Ribbon, Columns, Cells, Rows
- Navigating Excel using Cursors and Pointer
- How to Enter Data & create Basic formulas
- How to Save, Print, and share an Excel file... **AND MORE**

2-Day Class 5/22/24 & 5/23/24

QUESTIONS?
Contact **PATTY BALL**,
Program Manager
PBall@OperationABLE.net

Attend a **FREE**
INFO SESSION to

LEARN MORE

**Available to
Boston
& Most SNAP
Recipients**

**SCAN
ME!**



INTERMEDIATE/ADVANCED Excel

**5-WEEK CLASS, EVERY MONDAY & WEDNESDAY,
9:30 AM – 12:30 PM (10 CLASSES TOTAL)**

Who Should Attend: This Excel class is for intermediate-level users. *Participants will be required to take a skills assessment to determine appropriate class-level placement.*



What You'll Learn:

- Automate and organize your data
- Create the most popular formulas and functions
- Organize, standardize, and manage data using sorts, filters, conditional formatting, and data validation
- Table Trick and Tips
- Visualize and Analyze your data using pivot tables, charts, slicers and quick analysis... **AND MORE**

*** BASIC KNOWLEDGE OF MICROSOFT OFFICE REQUIRED!**
ABLE is an authorized Northstar Digital Literacy Assessment Site.

Next Class Starts 5/28/24

Operation ABLE is located at: 98 North Washington St., Suite 200, Boston MA

OperationABLE.net | 617-542-4180

There are a variety of funding options available. Inquire with ABLE staff. Eligibility requirements apply. This institution is an equal opportunity provider.

