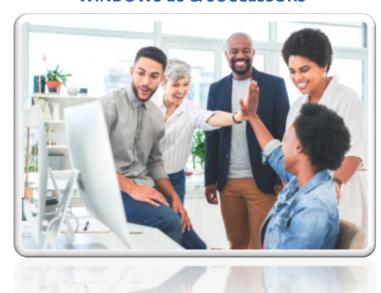# OPERATION ABLE™

EXPRESS GRANT PROGRAM
For SMALL BUSINESS

Free to Qualified Agencies
Incumbent Worker Training

MICROSOFT EXCEL
2013/2016/2019
WINDOWS 10 & SUCCESSORS

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Excel Level 1 - Beginner

Group Rate: $1,800	**Per Person Rate: $250** (Min. of 4 attendees)
Course Number: 1131651	**Course Number: 1132095**
Express Course C-2494	**Express Course C-2322**
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer knowledge.
Course Objective: Level 1 is a beginning course. Initially, students will be introduced to the grid, ribbon, formula bar, quick access toolbar, and status bar. With the foundation of the various bar's students will learn cursors, tips, and keyboard shortcuts. By mid-course students will work on entering data, moving, deleting columns, rows, and cells. Topics evolve to pasting techniques. Students will begin to understand special formatting, including using the format painter. The class culminates in understanding the nature of special values and printing and saving worksheets.

Excel Level 2 - Intermediate

Group Rate: $1,800	**Per Person Rate: $250** (Min. of 4 attendees)
Course Number: 1131652	**Course Number: 1132096**
Express Course C-2493	**Express Course C-2318**
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: Some exposure to Excel and or Level 1 class completion.
Course Objective: Level 2 builds on level 1 where students learned how to navigate the various bars. In Level 2 students will work with conditional formatting and making worksheets more visually useful. Managing data by finding and removing duplicates. Exposure to the data validation tools to make efficient input. In level 2, students are introduced to filtering. More advanced data management techniques are explored. More intense use of formulas and starting to build customized commands. Application of absolutes in formulas and usage of named cell ranges.

Excel for Data Analytics (Advanced) - Level 3

Group Rate: $1,800	**Per Person Rate: $250** (Min. of 4 attendees)
Course Number: 1131662	**Course Number: 1132097**
Express Course-2495	**Express Course C-2317**
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: Microsoft® Excel Level 1 and 2 or comparable Excel experience.
Course Objective: Excel Level 3 Data Analysis. This Excel course lets learners build foundational and intermediate knowledge working with spreadsheets and introduces participants to high-end features, like PivotTables and Charts, collaborating, and automating complex or repetitive tasks. The Microsoft Office Excel training classes also focus on developing the skill to use conditional logic to construct and apply elaborate functions and formulas; enhancing your ability to become more productive and efficient in working with large amounts of data. Key Topics: Using Pivot Tables, working with Multiple Worksheets/Workbooks., Sharing and Protecting Workbooks, Automating Workbook Functionality, and Creating Mapping Data.

Excel for Financial Analysis (Advanced) - Level 3

Group Rate: $1,800	Per Person Rate: $250 (Min. of 4 attendees)
Course Number: 1131663	Course Number: 1132098
Express Course: C-2815	Express Course: C-2924
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: Microsoft® Excel Level 1 and 2 or comparable Excel experience.

Course Objective: Excel Level 3 Excel Financial Option. The Microsoft Office Excel Level 3 course is designed for advanced Microsoft Office Excel professionals who may work or be interested in the domain of finance, statistics, project analysis, and market analysis including the fields of micro-and macro-economics. Upon course completion, you will be able to manipulate data using statistical and lookup functions, analyze data using the data analysis tools, make investment decisions using the financial functions, examine data using math functions, manipulate data using text and information functions, create templates and work with Excel's advanced chart options, and manage data in Excel workbooks. Pre-requisite- exposure to Excel and or Level 1 and or Level 2 classes.

Excel Blended (L1 & L2) or (L2 & L3)

Group Rate: $1,800	Per Person Rate: $250 (Min. of 4 attendees)
Course Number: TBD	Course Number: TBD
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer knowledge and basic Excel experience.

Course Objective: Excel Blended Courses allow for a combination class of concepts from level 1 and 2 or level 2 and level 3. The course is designed for those with a wide range of students who wish to operate in a more accelerated mode.

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