MICROSOFT EXCEL SKILLS TRAINING
Classes for BEGINNERS & INTERMEDIATE/ADVANCED Users

Refresh, Discover, Learn Microsoft EXCEL

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*

via ZOOM

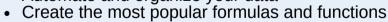### 2-Day Class 2/26/25 & 2/27/25

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*

via ZOOM

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

Next Class Starts 3/3/25

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!

REFRESHER CLASSES

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.

OPERATION ABLE