



# MICROSOFT EXCEL SKILLS TRAINING

## Classes for BEGINNERS & INTERMEDIATE 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 2/26/25 & 2/27/25

**QUESTIONS?**  
Contact PATTY BALL,  
Program Manager  
[PBall@OperationABLE.net](mailto:PBall@OperationABLE.net)

Attend a FREE  
INFO SESSION to

**LEARN MORE**

**Available to  
Most SNAP  
Recipients**

**SCAN  
ME!**

**REFRESHER CLASSES**



### INTERMEDIATE Excel

5-WEEK CLASS, 9:30 AM – 12:30 PM (15 CLASSES TOTAL)  
EVERY MONDAY, WEDNESDAY & THURSDAY

**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 essential formulas and functions
- Organize, standardize, and manage data using sorts, filters, conditional formatting, and data validation
- Visualize and Analyze your data using pivot tables, charts, slicers and quick analysis
- LEARN THE LATEST Job Search Techniques... **AND MORE**

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

## Next Class Starts 3/3/25

Operation ABLE is located at: 98 North Washington St.,  
Suite 200, Boston MA 02114

[OperationABLE.net](http://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.*

