

Introduction to Microsoft Excel

3-Week Training

Starts April 13th

Mondays & Wednesday, 5:30 p.m.-7:30 p.m.

Learn how to make Excel work for you! This is an introductory course for Microsoft Excel to expose students to the basics of formatting, formulas, and graphics. Students will apply concepts using project-based assignments to gain confidence in the program and understand the application to real-world business scenarios.

Required Materials Provided

Textbook: Microsoft Office 365 Excel 2016 Intermediate, Sherry Cashman Series

Course Outline

- Week 1 Creating a Worksheet and a Chart
Formulas, Functions, and Formatting
- Week 2 Working with Large Worksheets, Charting, & What-If Analysis
Financial Functions, Data Tables, and Amortization Schedules
- Week 3 Working with Multiple Worksheets & Workbooks
Creating, Sorting, and Querying a Table

Delivery Method

Instruction will be delivered using a combination of lecture, demonstration, hands on assignments, and one-on-one assistance.

Expectations

1. Attend all classes, arrive on time, and stay for the entire class.
2. Place phones on silent or vibrate and put away during class. If you need to take a call, please step out into the hall.
3. Treat instructor and fellow classmates with respect using respectful words and actions.
4. Use lowered voices so as not to disrupt others who are working.
5. Raise your hand if you have a question or need help.
6. Food and drink are not permitted in the Learning Resource Center computer lab.
7. Our campus is drug, alcohol, and tobacco free.
8. Learn something new and have fun!

Certificate

Upon completion of the course, students will receive a certificate of completion.

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