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# Excel

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*This class is intended for everyone who uses Excel. If you are brand new to Excel, our Excel Basics class can be taken first.*

**Instructor**

Kimberly Tash  
kimberlyt@conejoadulted.org

**School Phone**

805-497-2761

**Class Dates**  

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**Room Location**

Room 7B

**Overview:**

Office workers, teachers, business owners, volunteers—just about everyone—needs Microsoft Excel to do their job. This comprehensive class starts with formulas and functions and takes you all the way to VLOOKUP, PivotTables, and macros! If you use Excel on the job and/or understand basic worksheet navigation and entering and editing data, this is the one Excel class you've been looking for!

**Class Resources and Recommended Books:**

E-textbook, online materials, and a 2-year subscription to our comprehensive video learning library included. This class is an excellent prep for the Microsoft Office Specialist Exam.

**Bring These Items To Class Daily:**

- Pen or Pencil, note pad, flash drive

**Instructional Procedure:**

The Instructor will lecture while demonstrating various Excel techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

## Class Topics

- Working with Formulas and Functions
- Basic Charting
- Formatting
- Inserting Date Functions
- Working with Conditional Formatting
- Naming Cells and Ranges
- Managing Multiple Worksheets
- Linking Cells and Formulas
- Using 3-D Cell References in Formulas
- Creating Formulas Using Criteria IF Functions
- Logical, Text, & Financial Functions
- Using Data Analysis Tools
- Working with Tables and Outlines
- Introduction to LOOKUP Functions, PivotTables & Macros