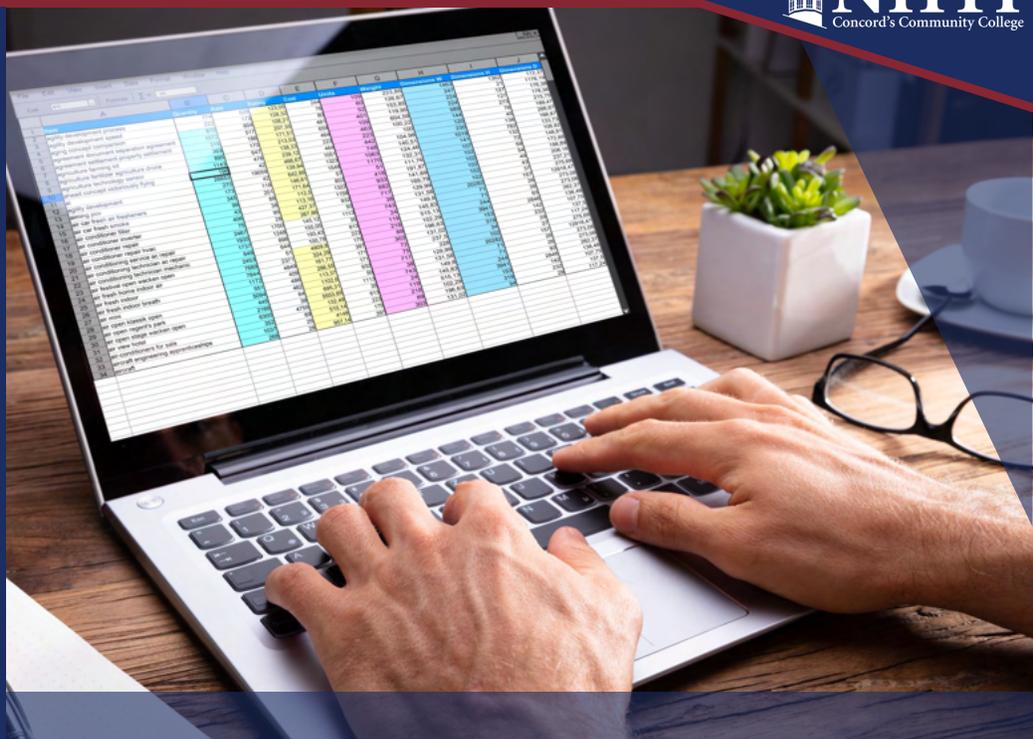


EXCEL 102

MICROCREDENTIAL



DELIVERY

Online; 2 sessions, 3 hours/session

PRICE

\$259

MORE INFO

NHTIbtc@ccsnh.edu

603-230-4022

NHTI.edu/btc

[Register Here](#)

Professionals need working knowledge of spreadsheet applications. If your organization uses Microsoft Excel, you need a hands-on course that teaches how to set up and work with fully formatted worksheets. This workshop is for new Excel users, those who have never received training, and those who want to build foundational skills. You'll learn to create workbooks and sheets, enter data, and do basic manipulation. Topics cover terminology; exploring the interface; creating, formatting and modifying worksheets; entering and editing data; entering and editing basic functions/calculations; manipulating columns and rows; creating charts, hyperlinks, and comments; and sorting, filtering, formatting, and building charts.

Verified Microcredential Certificate

The two-session workshop will cover four main topics: introduction to the basics, working with numbers, formatting sheets, and managing sheets. This approach is to provide instruction to those who have little or no Excel experience but have solid computer literacy skills. Upon completion of the workshop, participants will receive a certificate showing that the course has been completed.

About the Instructor

Tom Fragale is a computer professional with 30+ years of experience. He's a Microsoft Certified Trainer, a Microsoft Certified Office Master, and a Microsoft Certified Expert in Word and Excel. He has trained 30,000+ business people in online webinars, public seminars, and on-site training. His clients include many Fortune 500 companies, government agencies, and military bases. He began his career as a database app programmer and has served as a consultant and project manager on many successful projects. His passion is training and helping people get the most out of their computers. He's also a published author, having written a book on Microsoft Access. He

graduated in 1988 from LaSalle University with a BA in Computer Science.

Microcredential Topics and Schedule

Excel 102 - The Productivity Bootcamp

Microsoft Excel has become the main program to handle large amounts of data, charts, financial models, math formulas, reports, and just about everything else pertaining to business. But using it can still be a mystery. This training will show you everything you need to know about using Excel and getting more productive and efficient with it. The topics include:

- Sorts
- Filters
- Advanced filters
- Subtotals
- Formatted tables
- Total row in formatted tables
- Using slicers in formatted tables
- The Sumif, Countif, and Averageif formulas
- The Vlookup formulas
- If formulas
- Date formulas
- Subtotals
- Charts
- Pivot tables
- Dashboards in pivot tables
- Power pivot and PowerQuery
- Automating tasks with macros

NHTI – Concord's Community College

NHTI is a dynamic public institution of higher learning that provides accessible, rigorous education for students, businesses, and the community. We create pathways for lifelong learning, career advancement, and civic engagement, offering 80+ academic programs to 4,600+ students annually. NHTI is a member of the Community College System of New Hampshire and since 1969 has been accredited by the New England Commission of Higher Education, a nongovernmental, nationally recognized accrediting agency.

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