



PowerTeach Training & Consulting

Learn, practice, and apply job-ready skills with expert guidance

Live Excel Instructor-Led Courses

Course Title	Date	Time	Time	Price (USD)
Excel Level 1	3-22-25	8am-12pm	4 hours	\$75

Excel Level 1 – Beginners (This course is recommended as a starting point for any user who is self-taught in Excel to address gaps and become formally trained on the fundamentals before advancing to level 2.)

What you'll learn

- You will learn how to create a spreadsheet, work with formulas and functions, make your spreadsheets look professional, and print a spreadsheet.
- How to manage worksheets, workbooks, tables table data, data cells and ranges, and charts
- How to perform operations by using formulas and functions

Skills you'll gain

- Critical Thinking
- Data Analysis
- Spreadsheet Software

Details to know

You'll earn a career certificate & Quick Reference Material

Add this credential to your LinkedIn profile, resume, or CV

Share it on social media and in your performance review

About this course

This course is intended for learners with some experience using Microsoft Windows, who are seeking to build presentation skills with Microsoft Excel. To be successful in this course you should have an understanding of the basics of using a Windows-based computer. Experience with printing and using a web browser are an asset but not required.

Knowing how to use Microsoft Office products is essential in any professional setting. Whether you want to expand your expertise to apply for a new role, start your own business, or simply develop a new personal skill this course is for you. This course will introduce you to Microsoft's powerful and easy-to-use spreadsheet program, which provides you with an extensive set of tools to organize, analyze, present, and store data. If you are familiar with Excel's basic features, you can take your skills to the next level. If you are a beginner, you will get the opportunity to develop basic Excel skills. In this course, you will become comfortable with creating a new spreadsheet, working with basic formulas and functions, making your spreadsheets look professional and presentable, and saving and printing a spreadsheet. By the end of this course, you will be comfortable creating a basic spreadsheet using basic formulas, analyzing data and printing in Excel. You will also show that you can apply the correct application of the principal features of Excel and complete tasks independently. This course will also help you prepare for Exam MO-200: Microsoft Excel (Excel and Excel 2019).

Getting Started with Excel

Module 1 • 4 hours to complete

How To Enroll:

1. Click [Enroll Here](#) and fill out the contact information. In the comments indicate the class you are registering for.
2. Pay enrollment fee to: Zelle-310 567-4448 (Maria Williams). **Please Note: enrollment confirmation will only be sent once the enrollment payment is received.**

Please contact us at 310-567-4448 if you have any questions and would like to mail your enrollment payment.

Please Note: Class enrollment deadline is Tuesday March 18, 2025. Class is also subject to cancellation if less than 3 enrolled students.