**Excel Level 1:**

Microsoft's Excel is a widely used piece of software especially in an enterprise environment. With its vast capabilities and unmatched formula-driven atmosphere, Excel is one piece of software that everyone can use and will benefit from knowing. In this two part training, we will dive into Excel and while we'll cover many topics, we'll only break the top of the ice on what Excel can do. Have a lot of experience using excel and just need a refresher? Come to our session! Never used Excel in your life but want to learn? Come to our session! In this first level, we'll cover the following topics.

- Formatting cells
  - Filling cells with color
  - Text justification
  - Borders
  - Text style (number, accounting, dates, etc.)
- Copy & Paste
- Merging cells
- Printing
- Light formula work
- Sort & filter
- Freezing frames

**Excel Level 2**

In our second part of a two part series, we'll dig a little deeper into the Excel cave. You know how to build basic equations, you've seen how to format cells, now we're going to jump ahead. What you'll learn in this second session is how to begin to use some of Excels most advanced tools that will help you gather your data and analyze faster. Below is a list of the topics we'll cover.

- Pivot tables
- Conditional formatting
- Accelerated formulas
- Hyperlinks
- Graphing
- Comments
- Goal seek
- Snapshots