

THE ANCELL COMMONS

EXCEL TRAINING RESOURCES



The Ancell Commons' peer educators offer some support in Excel, including homework help or other minimal instruction. For in-depth instruction in Excel, please see the resources listed below.

WCSU:

The Student Technical Training Center offers workshops and one on one sessions in Excel (and other Microsoft software) for free. To make arrangements for training please contact them at:

By phone: 203.837.8715; On-site: @ Midtown Student Center room 225, By email: sttc@wcsu.edu

PrepSTEP – offered by the Young Library this external site helps with many skills (reading, writing, grad school test prep, etc.) as well as computer and Excel skills. <https://www.learningexpresshub.com/>

Online Training Resources:

Microsoft:

Microsoft.com offers FREE training in Excel. Go to: support.office.com/en-us/excel or support.office.com/en-us/training and select Excel. Note: Pay attention to the “See Also” section filled with tips.

LinkedIn:

LinkedIn offers dozens of training and learning opportunities, and many are free, or with a free trial. For Excel click here: www.linkedin.com/learning/topics/Excel then choose your level (Beginner, Intermediate or Advanced) and select a choice. Many of these courses were developed by Microsoft.

Udemy:

Udemy is one of the largest online course-based learning platforms in the world. Many major businesses rely on Udemy for training their workforces. Courses at Udemy are not free, but many are low-cost, and Udemy occasionally offers big discounts. Go to: www.udemy.com Enter ‘Excel’ in the search field for a full listing.

Local Training (Face to Face or online):

There are local, private training centers that will train you in Excel, with a fee. The Ancell Commons does not endorse or recommend any center.

Naugatuck Valley Community College offers on-site adult education classes in Microsoft Office Essentials, which includes Excel, as well as Word and Access. www.nv.edu/Academics/Workforce-Education/Workforce-Training-Courses-and-Certificates/Microsoft-Office-Essentials

NVCC also offers online training through Ed2Go. These courses are instructor-led online courses. This means there is a person to ask questions of, but you can do it from the comfort of home. Most of these courses cost approx. \$125 each. Click on this link for more information: www.ed2go.com/nvcc

Microsoft Office Specialist (MOS) Certification: Once you have attained a strong knowledge of Excel, consider certification as a Microsoft Office Specialist. It’s an excellent way to prove you know your stuff, and the certification can be included on your resume. There are dozens of tests available. All testing is done through a 3rd party company, Certiport, that Microsoft has designated as the sole testing facilities. To get started visit: <https://www.microsoft.com/en-us/learning/office-certification.aspx>, select the Office version (Office 2016), and click on tests (Excel is test 727). Certiport has a local testing center in Brewster, NY.