

# THE ANCELL COMMONS

## EXCEL TRAINING RESOURCES



The Ancell Commons' peer educators offer some support in MS Excel, including homework help or other minimal instruction. For in depth instruction in MS Excel and to prepare for certification test, please see the resources listed below.

### WCSU:

- **The Student Technical Training Center** (Midtown Student Center Room 225) offers workshops and one on one sessions in Excel (and other Microsoft software) for free. To make arrangements for training please contact them by phone (203.837.8715) or via email at: [sttc@wcsu.edu](mailto: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](https://support.office.com/en-us/excel) or [support.office.com/en-us/training](https://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](https://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](https://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 MS Excel, with a fee. The Ancell Commons does not endorse or recommend any center – these are simply local options.

- **Naugatuck Valley Community College (NVCC)** 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](https://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](https://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 can be included on your resume. MOS certification is also set as a requirement for those students enrolled in Accounting 302: Intermediate Financial Acct II and test fees are included in tution registration.

All testing is done through a 3rd party company, **Certiport**, that Microsoft has designated as the sole testing facilities. **As of Fall 2019**, Certiport has designated WCSU as one of the testing centers and will be administrating the MOS Certification test. Testing will take place on first floor computer lab (Room 117) in the Westside Classroom Building. Please email Dr. James Donegan (Assistant Dean and Accounting Professor – Ancell School of Business), to register [doneganj@wcsu.edu](mailto:doneganj@wcsu.edu) and learn more about upcoming test dates.