

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft Excel

INSTRUCTOR: Self-paced

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PREREQUISITE(S): None

LEARNING TOOLS AND RESOURCES:

Operating System: The minimum recommended operating system is Windows 10.

****Mac or IOS systems cannot be used for this course.***

Microsoft Excel Software: Learners are responsible for their own access to Microsoft Excel 2016, or 2019/365 software. This software is not included in the course.

Jasperactive software: The cost of this software is included in the course. Internet access and software download are required.

G-Metrix software: The cost of this software is included in the course. Internet access and software download are required.

CALENDAR DESCRIPTION:

This course will introduce you to the basic commands, functions, and capabilities of Excel. Learn the skills necessary to create and edit professional-looking spreadsheets for a variety of purposes and situations. You will gain competency in the fundamentals of creating and managing worksheets and workbooks, creating tables, applying formulas and functions and creating charts and graphs.

This course uses interactive online software and follows an assessment-first approach. Your skills are assessed up front and you receive an individualized learning plan. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Excel Associate Exam. One exam attempt is included with the course fee.

COURSE LENGTH: 30 hours

DELIVERY MODE: Online Self-paced

TRANSFERABILITY: N/A

GRADING CRITERIA:

Students taking the Microsoft Certification Exam must achieve a minimum score of 700 (70%) in order to obtain certification.

STUDENT RESPONSIBILITIES: Completion of assessments and practice lessons.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Lesson 1: Introducing Excel

- Entering Data in a Worksheet
- Working with Workbooks
- Selecting Cells

Lesson 2: Constructing Cell Data

- Editing Cells and Undoing Changes
- Copying and Moving Data
- Inserting, Deleting, and Adjusting Rows and Columns
- Using AutoFill and Flash Fill
- Managing Worksheets

Lesson 3: Using Formulas

- Creating and Editing Formulas
- Using Math and Statistical Functions
- Using Text Functions
- Using Absolute and Relative Cell References
- Displaying Formulas

Lesson 4: Formatting the Worksheet

- Formatting a cell and Changing Cell Alignment
- Clearing Cell Contents and Formatting
- Using Cell Styles
- Conditional Formatting

Lesson 5: Viewing and Printing

Workbooks

- Changing Worksheet Views
- Printing and Previewing the Workbook
- Customizing Page Layout

Lesson 6: Working with Charts

- Creating a Basic Chart
- Moving and Resizing Charts
- Creating Chart Sheets
- Changing Chart Types
- Working with Pie Charts
- Modifying Chart Design and Location
- Using Sparklines
- Using the Quick Analysis Tool

Lesson 7: Organizing Data

- Working with Named Ranges
- Using Tables
- Sorting Data
- Filtering Information

Lesson 8: Using Data Tools

- Customizing Excel
- Finding and Replacing Data
- Using Hyperlinks
- Importing and Exporting Data
- Accessing Workbook Properties