GPRC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – WINTER 2018
OA1275 B3 EXCEL EXPERT 3 (1.5-0-1.5) 45 HOURS 15 weeks

INSTRUCTOR:	Janelle MacRae	**PHONE:**	780-539-2215
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OFFICE HOURS: Mon and Thurs 1:30 PM – 3:30 PM or by appointment
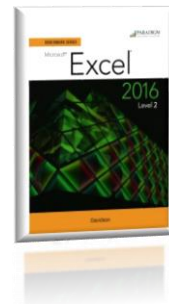
CALENDAR DESCRIPTION:
This course covers expert level concepts and techniques of Microsoft Excel through lectures, demonstrations, and hands on practical applications. Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, advanced formatting, formulas and data management, and managing and integrating data. Students will be prepared to successfully challenge the Microsoft Office Specialist Excel Certification Exam and attain this globally recognized certificate directly from Microsoft.

PREREQUISITE(S)/COREQUISITE:
OA1145

REQUIRED TEXT/RESOURCE MATERIALS:
Benchmark Series: Microsoft Excel 2016 Level 2 - Text and eBook ISBN: 978-0-76386-992-2

DELIVERY MODE(S):
Lecture / Lab / Active Learning A laboratory class is when you do individual work with help, and go over your own answers and weaknesses if any.

COURSE OBJECTIVE:
This course will teach you to design, create, format and maintain spreadsheets and to integrate Excel with other applications.

LEARNING OUTCOMES:

Excel 2016 Level 2, Chapter 1 Advanced Formatting Techniques

Upon completion of this chapter you will be able to:

- Apply conditional formatting by entering parameters for a rule
- Apply conditional formatting using a predefined rule
- Create and apply a new rule for conditional formatting
- Edit, delete, and clear conditional formatting rules
- Apply conditional formatting using an icon set, data bars, and color scale
- Apply conditional formatting using a formula
- Apply fraction and scientific formatting
- Apply a special format for a number
- Create a custom number format
- Apply wrap text and shrink to fit text control options
- Modify text using the text functions PROPER, UPPER, LOWER, SUBSTITUTE, RIGHT, MID, and TRIM
- Filter a worksheet using a custom AutoFilter
- Filter and sort a worksheet using conditional formatting or cell attributes

Excel 2016 Level 2, Chapter 2 Advanced Functions and Formulas

Upon completion of this chapter you will be able to:

- Create and use named ranges in formulas
- Use the functions COUNTA, COUNTIF, and COUNTIFS
- Use the functions AVERAGEIF and AVERAGEIFS
- Use the functions SUMIF and SUMIFS
- Edit a named range
- Rename and delete a named range
- Look up date using the lookup functions VLOOKUP and HLOOKUP
- Analyze loan payments using PPMT
- Use the conditional logic functions IF, AND, and OR

Excel 2016 Level 2, Chapter 3 Working with Tables and Data Features

Upon completion of this chapter you will be able to:

- Create a table in a worksheet
- Expand a table to include new rows and columns
- Add a calculated column in a table
- Format a table by applying table styles and table style options
- Add a Total row to a table and formulas to total cells
- Sort and filter a table

- Split contents of a cell into separate columns
- Use Flash Fill
- Remove duplicate records
- Restrict data entry by creating validation criteria
- Convert a table to a normal range
- Create subtotals in groups of related data
- Group and ungroup data

Excel 2016 Level 2, Chapter 4 Summarizing and Consolidating Data

Upon completion of this chapter you will be able to:

- Summarize data by creating formulas with range names that reference other worksheets
- Modify the range assigned to a range name
- Summarize data by creating 3.D references
- Create formulas that link to cells in other worksheets or workbooks
- Edit a link to a source workbook
- Break a link to an external reference
- Use the Consolidate feature to summarize data in multiple worksheets
- Create, edit, and format a PivotTable
- Filter a PivotTable using Slicers
- Filter a PivotTable using Timelines
- Create and format a PivotChart
- Create and format Sparklines

Excel 2016 Level 2, Chapter 5 Using Data Analysis Features

Upon completion of this chapter you will be able to:

Upon completion of this chapter you will be able to:

- Switch data arranged in columns to rows and vice versa
- Perform a mathematical operation during a paste routine
- Populate a cell using Goal Seek
- Save and display various worksheet models using Scenario Manager
- Create a scenario summary report
- Create a one-variable data table to analyze various outcomes
- Create a two-variable data table to analyze various outcomes
- View relationships between cells in formulas
- Identify Excel error codes and troubleshoot a formula using formula auditing tools
- Circle invalid data
- Use the Watch Window to track a value

Excel 2016 Level 2, Chapter 6 Protecting and Sharing Workbooks

Upon completion of this chapter you will be able to:

- Add information to a workbook's properties
- Add comments containing additional information or other notes to the reader
- Share a workbook with other people and view other users who have the shared workbook open at the same time
- Edit a shared workbook and resolve conflicts with changes
- Print a history of changes made to a shared workbook
- Stop sharing a workbook
- Save and share a workbook using SkyDrive
- Protect cells within a worksheet to prevent changes
- Add a password to open a workbook
- Track changes made to a workbook
- Modify and resolve tracked changes

Excel 2016 Level 2, Chapter 7 Automating Repetitive Tasks and Customizing Excel

Upon completion of this chapter you will be able to:

- Record, run, and edit a macro
- Save a workbook containing macros as a macro-enabled workbook
- Create a macro that is run using a shortcut key combination
- Pin and unpin a frequently used file to the Recent Workbooks list
- Customize the display options for Excel
- Hide the ribbon to increase space in the work area
- Customize the ribbon by creating a custom tab and adding buttons
- Add and remove buttons for frequently used commands to the Quick Access toolbar
- Create and apply custom views
- Create and use a template
- Customize save options for AutoRecover files

Excel 2016 Level 2, Chapter 8 Importing, Exporting, and Distributing Data

Upon completion of this chapter you will be able to:

- Import data from an Access table, website, and text file
- Append data from an Excel worksheet to an Access table
- Embed and link data in an Excel worksheet to a Word document
- Copy and paste data in an Excel worksheet to a PowerPoint presentation
- Export data as a text file
- Scan and remove private or confidential information from a workbook
- Mark a workbook as final

- Check a workbook for features incompatible with earlier versions of Excel
- View Trust Center settings
- Save an Excel workbook as a PDF or XPS file
- Save an Excel worksheet as a web page

Course Objectives:

The course will teach the students to:

- Create and edit spreadsheets of varying complexity
- Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style
- Analyze numerical data and project outcomes to make informed decisions
- Plan, research, create, revise, and publish worksheets and workbooks to meet specific communications needs
- Given a workplace scenario requiring a numbers based solution, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively
- Gain MOS Excel Certification

EVALUATIONS AND GRADING CRITERIA:

Text Assignments	30%
Unit Tests (2)	40%
Microsoft Office Certification (MOS) Excel✶ or Final Exam	30%

✶**NOTE: MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION EXCEL.** All course work must be completed in order to qualify to take the MOS EXCEL Exam. There is a cost component to the MOS Test and tests must be booked after the last assignment is completed. All tests can be booked with Sheila Moerkoert - smoerkoert@gprc.ab.ca and payment is due prior to writing the exam. MOS exams are 50 minutes in length and students will receive a MOS Certificate from Microsoft, which is a globally recognized certification. This test is only available on-site at the GPRC campus unless a MOS Testing Centre is located in your local area. Therefore, if distance students wish to select this option for their final exam appointment, special on-site arrangements can be made with your instructor for the practice test and on-site test.

COURSE POLICIES:

Unit Tests: Unit Tests must be taken in class as scheduled. No rewrites will be given. If there is an excusable absence, the weighting of the missed test will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.

DUE DATES: Work must be submitted to Moodle by the due date and time given. No lates will be accepted.

Debarred from Exams
"You may be **refused permission to write a final examination** in a course on the advice of the instructor concerned. This usually happens when absences are excessive (more than 6) or if significant parts of required assignments or lab work are not completed."

Final examinations will be scheduled by the registrar's office. Do not plan any activities during examination week.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Chapters
1 Day 1	Course Intro/Course Outline/Moodle	
2 - 3	Excel 2016 Level 2, Chapter 1 Advanced Formatting Techniques	L2C1
3 - 4	Excel 2016 Level 2, Chapter 2 Advanced Functions and Formulas	L2C2
4 - 5	Excel 2016 Level 2, Chapter 3 Working with Tables and Data Features	L2C3
5 - 6	Excel 2016 Level 2, Chapter 4 Summarizing and Consolidating Data	L2C4
6	Excel 2016 Level 2 Unit 1 Test REVIEW	Chs 1 - 4
7	Excel 2016 Level 2 Unit 1 Test	Chs 1 - 4
8	READING WEEK	
9 - 10	Excel 2016 Level 2, Chapter 5 Using Data Analysis Features	L2C5
10 - 11	Excel 2016 Level 2, Chapter 6 Protecting and Sharing Workbooks	L2Ch6
11 - 12	Excel 2016 Level 2, Chapter 7 Automating Repetitive Tasks and Customizing Excel	L2Ch7
12 - 13	Excel 2016 Level 2, Chapter 8 Importing, Exporting, and Distributing Data	L2Ch8
13	Excel 2016 Level 2 Unit 2 Test REVIEW	Chs 5 - 8
14	Excel 2016 Level 2 Unit 2 Test and REVIEW for Exam/MOS	Chs 5 - 8
15	MOS EXAM PREPARATION or FINAL EXAM PREPARATION	ALL include L1 Ch 1-8 and L2 Ch 1-8
	MOS EXCEL CERTIFICATION EXAM AS SCHEDULED	

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.
**Note: all Academic and Administrative policies are available at
https://www.gprc.ab.ca/about/administration/policies/

STATEMENT ON PLAGIARISM AND CHEATING:
Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at
https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at
https://www.gprc.ab.ca/about/administration/policies/