GPRC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2018

OA 1275 : Excel Expert – 3 (1.5-0-1.5) 45 Hours

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OFFICE HOURS: Available by appointment	

CALENDAR DESCRIPTION:
This course covers core to 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: none

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

DELIVERY MODE(S): The course will take place in a computer lab setting. Lectures will occur at the beginning of each chapter module and classroom work time is provided.

COURSE OBJECTIVES:
The course will teach the students: 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

LEARNING OUTCOMES: Upon successful completion of the course, students will be able to:
CHAPTER 1 ADVANCED FORMATTING TECHNIQUES

- 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

CHAPTER 2 ADVANCED FUNCITONS AND FORMULAS

- Edit, rename, and delete named ranges
- Write formulas with the COUNTIF and COUNTIFS statistical functions
- Write formulas with the AVERAGEIF and AVERAGEIFS statistical functions
- Write formulas with the SUMIF and SUMIFS math and trigonometry functions
- Write formulas with the VLOOKUP and HLOOKUP lookup functions
- Write formulas with the PPMT financial function
- Write formulas with the IF, AND, and OR logical functions
- Write formulas with the ROUND math and trigonometry function

CHAPTER 3 WORKING WITH TABLES AND DATA FEATURES

- 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

CHAPTER 4 SUMMARIZING AND CONSOLITATING DATA

- 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

CHAPTER 5 USING DATA ANALYSIS FEATURES

- 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

CHAPTER 6 PROTECTING AND SHARING WORKBOOKS

- 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

CHAPTER 7 AUTOMATING REPETITIVE TASKS AND CUSTOMIZING EXCEL

- 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

CHAPTER 8 IMPORTING, EXPORTING AND DISTRIBUTING DATA

- 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

TRANSFERABILITY:

N/A

*Warning: Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities**. Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page http://www.transferalberta.ca or, if you do not want to navigate through few links, at http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Assignments	40%
Midterm Exam	30%
Final Exam	30%

GRADING CRITERIA: Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at http://www.gprc.ab.ca/about/administration/policies/

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Related Material Benchmark Series, Excel Level 2
1	Introductions + Course Housekeeping	
2	Advanced Formatting	Level 2 Chapter 1
3	Advanced Functions	Level 2 Chapter 2
4	Working with Tables	Level 2 Chapter 3
5	Summarizing Data	Level 2 Chapter 4
6-7	Exam Review - Level 2 Chapters 1-4	
8	Using Data Analysis	Level 2 Chapter 5
9	Protecting and Sharing Workbooks	Level 2 Chapter 6
10	Macros	Level 2 Chapter 7
11	Macros/Importing & Exporting	Level 2 Chapter 7/8
12	Importing & Exporting Data	Level 2 Chapter 8
13-14	Exam Review - Level 2 Chapters 5-8	