

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft Excel Advanced

INSTRUCTOR: Self-paced **PHONE:** 780-539-2975
OFFICE: M105 **E-MAIL:** ce@gprc.ab.ca

PREREQUISITE(S): Microsoft Excel, or an excellent working knowledge of all the topics covered in our Microsoft Excel class.

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:

Learn to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations! In this course, you will learn how to use many intermediate and advanced features to merge workbooks, perform data analysis, and audit formulas in spreadsheets. You will also use summary functions, create PivotTables and PivotCharts, and work with macros.

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 Expert 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: Advanced Formatting

- Conditional Formatting
- Using Custom Cell Formats
- Internationalization
- User Defined Styles

Lesson 2: Advanced Functions and Formulas

- Working with Named Ranges
- What are Functions?
- Using Lookup and Date and Time Functions
- Checking for Formula Errors

Lesson 3: Data Analysis Using Pivot Tables and Business Intelligence

- Creating and Managing Pivot Tables
- Using Data Slicers
- Pivot Charts
- Business Intelligence – Power Pivot

Lesson 4: Workbook Management Features

- Linking External Workbooks
- Consolidating Data
- Workgroup Functions
- Using Comments
- Protecting Workbook Files

Lesson 5: Advanced Charts, Functions and What-if Analysis

- Advanced Chart Elements
- Using Advanced Functions and Features
- What-if Analysis
- Structured References

Lesson 6: Data Filtering, Macros, and Forms

- Fill Series
- Advanced Filtering
- Working with Templates
- Hidden Ribbon Tabs
- Creating and Copying Macros
- Adding Form Controls
- Changing Formula Calculation Options