

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. Students completing the GPRC course assessment only must achieve a minimum score of 70% to obtain a certificate of completion.

STUDENT RESPONSIBILITIES: Completion of assessments and practice lessons.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Continuous intake.

COURSE CONTENT

Lesson 1: Manage Worksheets and Workbooks

- Import data into workbooks
- Navigate within workbooks
- Format worksheets and workbooks
- Customize options and views
- Configure content for collaboration

Lesson 2: Manage Data Cells and Ranges

- Manipulate data in worksheets
- Format cells and ranges
- Define and reference named ranges
- Summarize data visually

Lesson 3: Manage Tables and Table Data

- Create and format tables
- Modify tables
- Filter and sort table data

Lesson 4: Perform Operations by Using Formulas and Functions

- Insert references
- Calculate and transform data
- Format and modify text

Lesson 5: Manage Charts

- Create charts
- Modify charts
- Format charts