

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft Excel Advanced Online

INSTRUCTOR: Self-paced

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

LEARNING TOOLS AND RESOURCES:

Operating System: Windows 7, 8 or 10, Chromebooks, Mac, iPad devices.

**Please Note: Mobile devices such as cellphones are not supported as they do not have Add-in support from Microsoft.*

Microsoft Excel Software: You will require a Microsoft 365 account in order to complete this course.

Internet Browser: The latest version of Google Chrome, Firefox, or Microsoft Edge.

Jasperactive software: The cost of this software is included in the course, and is accessible online.

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

CALENDAR DESCRIPTION:

Excel Online is Microsoft's cloud-based, easy-to-use spreadsheet program. 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. You will complete exercises using the Online version of Office for basic exercises, and interactive exercises for more advanced exercises.

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: 15 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. 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 Workbook Options and Settings

- Work with comments
- Select different regional currency formats
- Use the linking feature
- Work with macro settings, copy and run macros
- Unlock cell ranges
- Format date and time values
- Change editing languages
- Use manually applied font settings

Lesson 2: Manage and Format Data

- Use the flash fill feature
- Create/use custom number formats
- Configure data validation
- Remove duplicate rows
- Use the Fill Series feature
- Insert automatic subtotals
- Apply conditional formats to cells
- Customize conditional formatting

Lesson 3: Create Advanced Formulas & Macros

- Use conditional summary functions
- Nest a function
- Use various different functions
- Consolidate data by category
- Use the Goal Seek and Error Checking Tools
- Use auditing tools
- Use the cell watch window
- Create and edit a basic macro

Lesson 4: Manage Advanced Charts & Tables

- Create and manipulate a pivot table
- Use advanced chart types
- Set up a secondary Y axis
- Activate slicers and group data in a pivot table
- Create a calculated field and items in a pivot table
- Create pivot charts
- Drill down a pivot table and pivot chart