# DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

## COURSE OUTLINE –WINTER 2021

## OA1275 A3 Excel Expert (1.5-0-1.5) 45 hours for 15 Weeks

**INSTRUCTOR:** Janelle MacRae    **PHONE:** 780-539-2215
**OFFICE:** Home Office due to Pandemic    **E-MAIL:** jmacrae@gprc.ab.ca
**OFFICE HOURS:** I can be reached via email at any time I am not in classes

**WINTER 2021 DELIVERY:**
Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca
Note: GPRC reserves the right to change the course delivery.

**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:**
Bundle: Print text and Cirrus for Benchmark Series - Microsoft Excel 365 - 2019 Edition - Level 2 - Access code card

**Cirrus for Benchmark Series: Microsoft Excel 365/2019 Levels 1-2**
**Author(s):** RUTKOSKY, ROGGENKAMP, RUTKOSKY, DAVIDSON
**Edition:** 0
**Copyright:** 2020

Access Card
**Details:** Access Card w/Cirrus Code | 180 days | ⓘ

**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.

**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
- Create and apply a new rules for conditional formatting
- Edit and delete conditional formatting rules
- Apply conditional formatting using icon sets, data bars, and color scales
- Apply conditional formatting using a formula
- Apply conditional formatting using Quick Analysis
- Apply fraction and scientific formatting
- Apply special number formatting
- Create custom number formats
- Filter a worksheet using a custom AutoFilter
- Filter and sort data using conditional formatting or cell attributes
- Remove a filter from a worksheet
- Apply an advanced filter

**Excel 2016 Level 2, Chapter 2 Advanced Functions and Formulas**

Upon completion of this chapter you will be able to:

- Create and manage names for ranges of cells
- Write formulas with the COUNTBLANK, 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 functions
- Write formulas with the nested IF, AND, and OR logical functions and the IFS logical function
- Write formulas with the ROUND math and trigonometry function
- Expand the Formula bar to view longer formulas

**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
- Name a table
- Add a *Total* row to a table and formulas to sum cells
- Sort and filter a table

- Use Data Tools to split the contents of a cell into separate columns
- Remove duplicate records
- Restrict data entry by creating validation criteria
- Convert a table to a normal range
- Create and modify subtotals of data and select data from different outline levels
- 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

- x≣ Save an Excel workbook as a PDF or XPS file
- x≣ Save an Excel worksheet as a web page

## Course Objectives:

The course will teach the students to:

- x≣ Create and edit spreadsheets of varying complexity
- x≣ Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style
- x≣ Analyze numerical data and project outcomes to make informed decisions
- x≣ Plan, research, create, revise, and publish worksheets and workbooks to meet specific communications needs
- x≣ 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
- x≣ Gain MOS Excel Certification

**EVALUATIONS AND GRADING CRITERIA:**

| Text Assignments | 30% |
|---|---|
| Unit Tests (2) | 40% |
| Microsoft Office Certification (MOS) Excel Expert ✶ 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 Certificate in either program. There is a cost component to the MOS Test. All tests can be booked with the GPRC Testing Centre 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.

| 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 |

## COURSE SCHEDULE/TENTATIVE TIMELINE:

| Week | Topic | Chapters |
|---|---|---|
| 1 Day 1 | Course Intro/Course Outline/MyClass Overview/Textbook Info | |
| 2 | Excel 2016 Level 2, Chapter 1 Advanced Formatting Techniques | L2C1 |
| 3 | Excel 2016 Level 2, Chapter 2 Advanced Functions and Formulas | L2C2 |
| 4 | Excel 2016 Level 2, Chapter 3 Working with Tables and Data Features | L2C3 |
| 5 | Excel 2016 Level 2, Chapter 4 Summarizing and Consolidating Data | L2C4 |
| 6 | Excel 2016 Level 2 Unit 1 Test REVIEW<br>Excel 2016 Level 2 Unit 1 Test | Chs 1 - 4 |
| 7 | WINTER BREAK WEEK | |
| 8 | Excel 2016 Level 2, Chapter 5 Using Data Analysis Features | L2C5 |
| 9 | Excel 2016 Level 2, Chapter 6 Protecting and Sharing Workbooks | L2Ch6 |
| 10 | Excel 2016 Level 2, Chapter 7 Automating Repetitive Tasks and Customizing Excel | L2Ch7 |
| 11 | March 16th – Business Conference – No Class<br>March 18th - Excel 2016 Level 2, Chapter 8 Importing, Exporting, and Distributing Data | L2Ch8 |
| 12 | Complete Chapter 8<br>Excel 2016 Level 2 Unit 2 Test REVIEW | Chs 5 - 8 |
| 13 | Excel 2016 Level 2 Unit 2 Test | Chs 5 - 8 |
| 14 | Review for Final Exam | Chs 1 - 8 |
| 15 | MOS EXAM PREPARATION or FINAL EXAM PREPARATION<br>MOS EXCEL CERTIFICATION EXAM<br>AS SCHEDULED | ALL include L1 Ch 1-8 and L2 Ch 1-8 |

## 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 MyClass and Cirrus by the due date and time given. No lates will be accepted.

## EXAM POLICIES

 "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.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page http://www.transferalberta.ca.

** 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

### 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:

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 Calendar at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/about/administration/policies

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