








Microsoft Excel




Blended Course Schedule

Course Schedule

Course Content	Activities
MODULE 1	
<p>Chapter Learning Objectives:</p> <p><u>Intro Chapter: Windows 10, Office 2016 and File Management</u></p> <p>0.1 Use Windows 10 0.2 Use Office 2016 0.3 Create, saving, closing, and opening files 0.4 Work with files 0.5 Print, share, and customize files 0.6 Use the Ribbon, Tabs, and Quick Access Toolbar 0.7 Use context menus, the min toolbars, and keyboard short cuts 0.8 Organize and customize folders and files</p> <p><u>Chapter 1: Creating and Editing Workbooks</u></p> <p>1.1 Create, save, and open a workbook 1.2 Enter and edit data 1.3 Use the SUM function 1.4 Format a worksheet 1.5 Modify columns and rows 1.6 Modify worksheets 1.7 Modify the appearance of the workbook 1.8 Finalize a workbook</p> <p>This module supports the following <u>Course Learning Outcome(s)</u>:</p> <ol style="list-style-type: none"> 1. Create, save, customize, print, and share files in Windows 10, Office 2016 system 2. Organize and customize folders and files 3. Create and edit EXCEL Workbooks 	<ul style="list-style-type: none">  Read chapters Intro and 1 on SIMnet and PPTs  Complete Chapter Intro Exam  Complete Chapter 1 Exam  Complete Chapter 1 Project
MODULE 2	
<p>Chapter Learning Objectives:</p> <p><u>Chapter 2: Working with Formulas and Functions</u></p> <p>2.1 Build and edit a formula 2.2 Set mathematical order of operations 2.3 Use absolute, mixed, relative, and 3D references 2.4 Use formula auditing tools</p>	<ul style="list-style-type: none">  Read chapters 2 & 3 on SIMnet and PPTs  Complete Chapters 2 & 3 Exams  Complete Chapters 2 & 3 Projects







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<p>2.5 Work with statistical and date & time functions 2.6 Work with financial, logical and lookup functions 2.7 Use math & Trig functions</p> <p><u>Chapter 3: Creating and Editing Charts</u> 3.1 Create a chart object and a chart sheet 3.2 Use Quick layouts and chart styles 3.3 Edit chart elements and data 3.4 Format chart elements 3.5 Use pictures, shapes and WordArt in a Chart 3.6 Build pie and combination charts 3.7 Create sunburst and waterfall charts 3.8 Insert and format sparklines</p> <p>This module supports the following <u>Course Learning Outcome(s)</u>:</p> <p>4. Work with formulas and Functions 5. Create and edit data</p>	
MODULE 3	
<p>Chapter Learning Objectives:</p> <p><u>Chapter4: Formatting, Organizing, and Getting Data</u> 4.1 Create and format an excel table 4.2 Apply conditional formatting 4.3 Sort data 4.4 Filter data 4.5 Use subtotals, groups, and outlines 4.6 Import data 4.7 Export Data 4.8 Build and format PivotTables</p> <p><u>Chapter5: Consolidating, Linking, and Inserting Objects</u> 5.1 Create a static data consolidation 5.2 Create a dynamic data consolidation 5.3 Consolidate data by category 5.4 Work with Grouped worksheets 5.5 Link workbooks 5.6 Insert illustrations in a worksheet 5.7 Insert hyperlinks in a worksheet 5.8 Safeguard a workbook</p> <p>This module supports the following <u>Course Learning Outcome(s)</u>:</p> <p>6. Format, Organize, and Get Data 7. Consolidate, Link, and Insert Objects in Workbooks</p>	<ul style="list-style-type: none">  Read chapters 4 & 5 on SIMnet and PPTs  Complete Chapters 4 & 5 Exams  Complete Chapters 4 & 5Projects




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MODULE 4	
<p>Chapter Learning Objectives:</p> <p><u>Chapter6: Exploring the function library</u></p> <p>6.1 Work with database function</p> <p>6.2 Build AND, OR, Nested, and IFS Functions</p> <p>6.3 Explore the lookup & reference category</p> <p>6.4 Build Date, Time, and Statistical calculation</p> <p>6.5 Use financial functions</p> <p>6.6 Work with text functions</p> <p>6.7 Use Multiple Criteria in functions</p> <p>6.8 Monitor and Edit functions</p> <p><u>Chapter7: Working with Templates and Sharing Work</u></p> <p>7.1 Use Excel templates</p> <p>7.2 Set Data Validation</p> <p>7.3 Use the form button and form controls</p> <p>7.4 Set worksheet and workbook protection</p> <p>7.5 Share and merge workbooks</p> <p>7.6 Check a workbook for distribution</p> <p>This module supports the following <u>Course Learning Outcome(s)</u>:</p> <p>8. Explore and use the function library in EXCEL Workbooks</p> <p>9. Work with Templates and Share Work</p>	<ul style="list-style-type: none">  Read chapters 6 & 7 on SIMnet and PPTs  Complete Chapters 6 & 7 Exams  Complete Chapters 6 & 7 Projects
MODULE 5	
<p>Chapter Learning Objectives:</p>	<ul style="list-style-type: none">  Read chapters 8 & 9 on SIMnet and PPTs  Complete Chapters 8 & 9 Exams  Complete Chapters 8 & 9Projects

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<p><u>Chapter8: Exploring Data Analysis and Business Intelligence</u></p> <p>8.1 Create and manage scenarios 8.2 Use goal seek 8.3 Use solver 8.4 Build One and Two Variable Data tables 8.5 Create a forecast sheet 8.6 Get and transform data in a Query 8.7 Explore PivotTable tools 8.8 Use the analysis ToolPak</p> <p><u>Chapter9: Recording and Editing Macros</u></p> <p>9.1 Run a Macro 9.2 Record a Macro 9.3 Assign a Macro to a Button 9.4 Edit a Macro in the visual basic editor (VBE) 9.5 Record a Macro with relative references 9.6 Save a Macro-Enabled Template 9.7 Create a Macros – only Workbook</p> <p>This module supports the following <u>Course Learning Outcome(s)</u>:</p> <p>10. Exploring Data Analysis and Business Intelligence 11. Record and Edit Macros</p>	
MODULE 6	
<p>Chapter Learning Objectives:</p> <p><u>Chapter 10: Customizing Excel and Using OneDrive and Office Online</u></p> <p>10.1 Customize Excel 2016 10.2 Customize office account settings 10.3 Use OneDrive 10.4 Share OneDrive Files and Folders 10.5 Use Office Online 10.6 Explore Office Online Application</p> <p>This module supports the following <u>Course Learning Outcome(s)</u>:</p> <p>12. Customize Excel and use OneDrive and Office Online</p>	<ul style="list-style-type: none">  Read chapter 10 on SIMnet and PPT  Complete Chapter 10 Exam  Final Exam

*This schedule is subject to change at the discretion of the instructor.