



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Excel 2016 - Level II
CI272

Hours: In Class 65 Clinical Total 65

Description

You have conquered Excel 2016 Level I and you are ready to continue to complete your Excel 2016 training. In this level II course, you will you gain the remaining skills using hands-on exercises to be able to sit for both the Microsoft Excel Specialist and Expert levels of the Microsoft Office certification examinations. The skills you will acquire in this course can make you more valuable to your employer, and the FlexTrack format allows you to complete the course on your schedule!

Prerequisites

CI271 Excel 2016 - Level I

Books

Benchmark Series: Microsoft Excel 2016 Level II

- ISBN: 978-0-76386-992-2 (Included)

Learning Objectives

1. Apply conditional formatting. Edit, delete, and clear conditional formatting rules. Apply specialized formatting. Filter and sort a worksheet
2. Create, edit, rename, ~ and delete a named range. Use built-in functions containing preprogrammed formulas. Use lookup, conditional logic, and text functions.
3. Create and modify a table in a worksheet. Sort and filter a table. Create subtotals in a group of related data. Group and ungroup data.
4. Summarize data using formulas, 3-D formulas, and the Consolidate feature. Create, edit, and format a pivot table. Create and format a PivotChart and Sparklines.
5. Use "what-if" analysis tools to assist with decision making. Use formula auditing tools to troubleshoot a formula or view to dependencies between cells.
6. Add comments and share a workbook. Protect cells within a worksheet and password protect a workbook. Track changes made to a workbook.
7. Record, run, and edit a macro. Use and modify the Quick Access toolbar. Customize the display options for Excel.
8. Bring data into an Excel worksheet from sources external to Excel. Export data in a worksheet for use with other programs such as Access, Word, or PowerPoint.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include individual instruction and demonstration.

Evaluation Methods

A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions and tests. Instructors maintain Performance Records in the students folders and students may review them to keep track of their points.

Grading Policy

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

A course grade of D does not qualify the course as a prerequisite to other courses.



Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

While participation is not graded, MNTC expects the student to utilize either the lab or home computer as needed for completion of assignments.

While attendance is not considered for grade, students should attend the lab for assistance and make a schedule to complete all assignments.