

Excel 2019 - Level III
CI302

Hours: In Class 40 Clinical 0 Total 40

Description

This course is for those wishing to learn advanced-level coverage of Excel 2019 & 365 (combine this course with Excel 2019 level I and II for comprehensive learning and If you are interested in certification, this course will also help prepare you for the Expert level of the Microsoft Office Specialist: Excel Expert certification examination). This course comes with a MOS practice exams. In the course, you will use Microsoft Excel 2019 to become effective in the workplace, at school, or at home. 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

Must have completed CI300 - Excel 2019 - Level I, and CI301 - Excel 2019 - Level II

Books

Excel 2019 & 365: Level III - ISBN: 978-1-64061-125-2 (Included)

Learning Objectives

1. Manage data using a table, create a custom filter, name a table, use structured references in a formula, create sparklines
2. Create, modify, format PivotTables; insert a slicer to filter a PivotTable; create a calculated field; create PivotCharts
3. Change macro security settings, create and run macros, create macro buttons to run macros quickly
4. Import data from various sources, consolidate data from multiple sheets into one sheet, create a series of data using different methods, chart trends and save chart templets, use additional functions for lookups and logic
5. Create navigational hyperlinks, insert comments, add alt text to objects, create forms, protect your workbook
6. Sit for MOS Certification

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 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.