



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Excel Formulas & Functions II

IPD117

Hours: In Class 3 Clinical 0 Total 3

Description

In this second course of our 3-part series you will continue to have hands-on experience and learn more of the 50 excel formulas we will share with you.

Why learn it?

You will be taught through hands-on, contextual examples designed to showcase why these formulas are awesome and how they can be applied in a number of ways.

Prerequisites

IPD116 Excel Formulas & Functions I

Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

Learning Objectives

Create formulas that will Conditionally Sum, count, and average data using (SUMIF, COUNTIF, and AVERAGEIF functions.)
Rounding numbers using the ROUND function.
Merging Text and Numbers by using built-in functions: (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM)
Calculate dates and times using date functions: (DATE, YEAR, MONTH, DAY, TODAY, NOW, WEEKDAY, NETWORKDAYS)
Troubleshooting formula Errors and using the Error Checker tool
Showing/Hiding Formulas,
Evaluating Formulas
Selecting Related Cells used in formulas by displaying Cell Relationships and then removing relationship arrows.

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 lecture, class discussion and demonstrations.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises.

Grading Policy

A certificate of completion requires successful completion of all assigned work within the established time frame.

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.

Students are expected to attend class and participate in class discussions and activities.

Students must be on time and meet the attendance policy set for this class which is 80% attendance.