



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Excel: Intermediate
OT406

Hours: In Class 6 Clinical Total 6

Description

Build on the skills introduced in Excel Basic and learn to use multiple worksheets, linking and workbooks efficiently as well as more advanced formatting options. You will also learn how to create outlines and subtotals. This course will also cover more advanced charting techniques, such as creating and using PivotTable and PivotChart using Excel data, file sharing, template creation. Books included in price.

Prerequisites

ot405 - Excel - Basic or equivalent experience.

Books

Microsoft Office Excel 2019: Part 2 - ISBN: 0910795 (Included)

Learning Objectives

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

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.

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.