

Syllabus

Excel 2013-2019 (Part 1)



Course Overview

Number of Units: 4 Units

Estimated time: 4 weeks or 12 - 18 hours

OALCF Levels: A1.2, A2.2, A3, B3.2b, D.2-3

Suggested Milestones: 14, 30 or 31, 55 or 56

Course Description

Microsoft Excel is a powerful and fun tool that can help you organize, analyze and present information. This is part 1 of two Excel courses. In this course, you will be introduced to the basic features and functions of Excel, including entering and formatting data in cells, using math formulas and functions. You will learn to analyze data using conditional formatting and the What-If Analysis function.

Summary of activities: Tutorials, Quizzes, Assignments and Videos.

Unit 1

At the end of Unit 1, you will be able to locate components of Excel, such as ribbons, tabs and commands. You will become familiar with Excel terms and definitions for features that will be taught throughout the course. You will be able to navigate the worksheet, selecting cells and entering data to create and save a new workbook.

Unit 2

At the end of Unit 2, you will be able to organize your files in folders on your computer, external drives or cloud-based drives. You will know how to open a workbook using a few different methods and get help within Excel. You will be able to create simple formulas and generate AutoSum and SumIF functions. You

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will have used AutoFill to automatically fill cells with information that follows a pattern. You will be able to freeze panes and change viewing options to make it easier to compare data in multiple worksheets.

Unit 3

At the end of Unit 3, you will know how to copy and move data, insert and delete cells, rows and columns. You will understand the importance of cell referencing and when to use absolute cell references. You will be able to hide and show rows and columns. You will be able to control the alignment and adjust how text fits within a cell and be able to split data from one column into two columns. You will be able to use the find and replace commands. You will explore how to use Conditional Formatting to automatically format cells according to their contents and their relation to another. You will present professionally-looking formatting on your projects and adjust how your project prints.

Unit 4

At the end of Unit 4, you will be able to recognize the difference between a function and a formula and be able to create manual and automated formulas. You will be able to search the function library for built-in functions and use some common functions like VLOOKUP and IF functions. You will see value in using Defined Names in formulas and perform complex calculations using What-If analysis.