

Syllabus

Excel 2013-2019 (Part 2)



Course Overview

Number of Units: 3 Units

Estimated time: 3 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 2 of two Excel courses. This course will introduce the basic features and functions of Excel, including entering and formatting data in cells, using math formulas and functions. In part 2, you will learn to present information using charts, graphics, Sparklines and SmartArt. You will create attractive Tables, PivotTables and PivotCharts that are easy to read. You will add useful features to analyze your data, like grouping, filters, and slicers. You will learn how macros can be added to automate routine tasks. Lastly, you will learn how to use Excel features to collaborate with others, securely share files and lock cells to prevent users from editing without permission.

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

Unit 5

At the end of this unit, you will create excel projects with visual elements and graphics. You will group data visually in charts and graphs using lines or symbols to make it easier to understand or compare data. You will understand when and how to use Sparklines in your Excel projects. You will be able to find and add clip art, pictures, and shapes. You will be able to present data with colourful graphic design using SmartArt. The results will wow your boss.

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Unit 6

By the end of this unit, you will be able to create and format tables with headers, automated totals, and banded row formatting. You will be able to change the data sequence and filter data within your tables. You will understand how useful PivotTables are for analyzing data and be able to group and ungroup data using filters and slicers and then present your findings in PivotCharts.

Unit 7

In our final unit, you will be adding macros into Worksheets. You will understand when it is a good application to use a macro and how to set up your Excel software to access Macros. You will be able to create, edit and run a macro. You will understand how to add comments to cells, and ways to collaborate with others on excel projects. You will understand different levels of protection you can add to your Excel projects to be able share files and lock cells to prevent users from editing without permission. You will learn the advantages of working in the cloud and which Microsoft software would best suit your needs.