

» Course Overview

This course introduces students to the world of Microsoft Excel. Students will get an insight into the use of the product within the business setting. Over 8 modules, students will learn everything from absolute basics like navigating Microsoft Excel to performing complex tasks like formulas and functions. This course prepares students for the Microsoft Office Associate: Microsoft Excel Certification.

» Course Outline by Module

Module 1	Introduction to Microsoft Excel	Module 5	Managing Data Cells and Ranges Part II
Module 2	Managing Workbooks and Worksheets Part I	Module 6	Managing Tables and Table Data
Module 3	Managing Workbooks and Worksheets Part II	Module 7	Performing Operations by using Formulas and Functions
Module 4	Managing Data Cells and Ranges Part I	Module 8	Managing Charts

» Module Overview and Learning Objectives

| Module 1. Introduction to Microsoft Excel

Welcome to the first module in this course on Microsoft Excel. In this module, you will get an introduction Excel. You will learn how to navigate the app and how to open, save, and share a document. You will also learn how Excel is different from other apps in Microsoft Office and understand Excel's primary uses and how those uses vary from setting to setting. You'll also get an overview of Exam MO-200: Microsoft Excel.

Learning Objectives: In this module, students will:

- Compare and Contrast Microsoft products (Word, Excel, Powerpoint, Access) and their intended use.
- Understand the primary functions of Microsoft Excel.
- Evaluate how Microsoft Excel is used in business, careers, and for personal use.
- Navigate an Excel workbook.
- Demonstrate how to open, save, and share an Excel workbook.
- Examine the format of the Microsoft Office Specialist: Microsoft Office Excel Certification.

| Module 2. Managing Workbooks and Worksheets Part I

In this module, we will look at some of the features of Excel from the perspective of a business owner with a list to manage of potential customers. We'll start by learning how to import data from .csv files or .txt files. Next, we'll cover how to search for text and navigate to specific elements in a worksheet or workbook. From there, we'll look at how to insert and remove various types of hyperlinks. Lesson four will walk you through how to make customizations to the worksheet, such as page modifications, adjusting column/row height, and inserting headers and footers. The concluding topic will be how to customize the Quick Access Toolbar.

Learning Objectives: In this module, students will:

- Import data from .txt files. and import data from .csv files.
- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks
- Modify page setup
- Adjust row height and column width
- Customize headers and footers
- Customize the Quick Access toolbar

| **Module 3. Managing Workbooks and Worksheets Part II**

This module we will continue learning about managing worksheets and workbooks. We'll start by exploring different ways to view your document. This includes viewing how it will print as well as viewing it in a way that allows you to have easy access to key information as you work. Next, you'll learn about how to modify the basic properties as well as prepare your document to print. The module will end with an overview on how to inspect the document for common issues, accessibility, and compatibility.

Learning Objectives: In this module, students will:

- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas
- Set a print area
- Save workbooks in alternative file formats
- Configure print settings
- Inspect workbooks for issues

| **Module 4. Managing Data Cells and Ranges Part I**

In this module, you will start learning how to fill a worksheet with data quickly and efficiently. First, the module will cover how to copy data from one cell or data range to another by using the Paste Special options. You will also see how the AutoFill and Flash Fill features help populate cells by working with patterns. Next, you will learn how to insert multiple columns and rows as well as how to delete them. The third lesson will explore merging and unmerging cells to help with displaying relationships between cells. From there, you will learn how to change the alignment, orientation, and indentation of a cell. The module will conclude with a lesson on how to use Format Painter to apply a combination of formats from one cell or cells to others.

Learning Objectives: In this module, students will:

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells
- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter

| Module 5. Managing Data Cells and Ranges Part II

One of the easiest ways to make an Excel worksheet more understandable is by taking advantage of the formatting options. In this module, we are going to explore how to wrap text in a cell; how to use highlighting, fonts, colors, and other formatting options, and how to apply style sets. Next, we'll move on to naming data ranges and tables to keep key information organized. Then, we'll talk about what sparklines are and how you can insert them to add a visual component to your work. Finally, we'll talk about conditional formatting and how to use it in your data.

Learning Objectives: In this module, students will:

- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting
- Define a named range
- Name a table
- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

| **Module 6. Managing Tables and Table Data**

This module will explore working with tables in an Excel document. First, students will learn how to create tables from a cell range, convert tables to a cell range, and how to apply style sets to tables. Next, the module will discuss how to modify tables by adding and removing rows and columns, configuring table style options, and configuring the function of a total row. The module will conclude with how to sort and filter data in a table.

Learning Objectives: In this module, students will:

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges
- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows
- Filter data
- Sort data by multiple columns

| **Module 7. Performing Operations by using Formulas and Functions**

In this module, you will be introduced to formulas and functions. First, you'll learn about the different types of references and how to use them in a formula. Then, we'll move on to basic calculations using formulas. You'll learn about the average, sum, min, and max functions and the proper syntax for formulas using these functions. Next, you'll learn how to create conditional formulas using the IF() function. The other functions we'll learn about in this module will help with text modification and organization. By the end of the module, you'll have a foundational understanding of how functions in Excel can make processing data faster and easier than doing it all by hand.

Learning Objectives: In this module, students will:

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas
- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count characters by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function
- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

| Module 8. Managing Charts

In this module, you will learn how to manage charts. You'll start by learning about the different types of charts and how to create them. We'll also explore how chart sheets work and why you may choose to use them. The second lesson will focus on making chart modifications such as modifying the data points, changing the range, plotting additional data on a chart, and switching the content on the x and y axes. The next lesson will look at modifying chart elements so the information you want to be displayed on the chart is visible and the information you do not want on it is hidden. The fourth lesson will look at customizing the chart by applying style sets and layouts. The final lesson will explore what alternative text is and how to apply it to a chart.

Learning Objectives: In this module, students will:

- Create charts
- Create chart sheets
- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements
- Apply chart layouts
- Apply chart styles
- Add alternative text to charts for accessibility