



# CENTRAL PIEDMONT COMMUNITY COLLEGE

## CORPORATE & CONTINUING EDUCATION

*Last Revised On:* 6/30/08

**Course Number:** DPT8015  
**Course Title:** Microsoft Excel, Level II  
**Course Hours:** 7 Hours

### **Description:**

In this course students will learn how to use Microsoft Excel to streamline and enhance their spreadsheets with templates, charts, graphs and formulas.

### **Objectives:**

- Apply visual elements and advanced formulas to a worksheet to display data in various formats
- Create and apply templates.
- Create and modify charts
- Work with graphic objects.
- Calculate with advanced formulas
- Sort and filter data.
- Use Excel with the Web.

### **Content:**

1. Creating and Applying Templates
  - Create a Workbook from a Template
  - Create a Custom Template
  - Working with Comments
  - Create a Hyperlink
  - Use Web-based Research Tools
2. Creating and Modifying Charts
  - Create a Chart
  - Format Chart Items
  - Change the Chart Type
  - Create a Diagram
3. Working with Graphic Objects
  - Insert Graphics
  - Create AutoShapes
  - Format Graphic Objects
  - Change the Order of Graphic Objects
  - Group Graphic Objects
  - Move, Copy, and Resize Graphic Objects
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4. Calculating with Advanced Formulas
  - Create and Apply a Name for a Range of Cells
  - Calculate Across Worksheets
  - Calculate with Date and Time Functions
  - Calculate with Financial Functions
  - Calculate with Statistical Functions
  - Calculate with Lookup and Reference Functions
  - Calculate with Logical Functions
  
5. Sorting and Filtering Data
  - Sort Data Lists
  - Filter Data Lists
  - Create and Apply Advanced Filters
  - Calculate with Database Functions
  - Add Subtotals to a Worksheet
  
6. Using Excel with the Web
  - Export Excel Data
  - Publish a Worksheet to the Web
  - Import Data from the Web
  - Export Excel Data
  - Microsoft Office Specialist Program

### **Prerequisites:**

- Microsoft Excel, Level I or equivalent experience.

### **Method of Instruction:**

- Lecture, demonstration and hands-on use.

### **Evaluation:**

- Exam : No
- Class Participation: Yes
- Demonstration of Skills: Yes