



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX 7406
Course Name: Microsoft Excel - Introduction
Course Length: 18 Hours

Last Revised On: 6/16/08

Description:

This course gives students the basic knowledge to create, edit, format, save and print a workbook in Excel. Students also learn skills used in the formation of formulas and functions, and formatting and creating charts.

Objectives:

- Getting Started with Excel
- Working with Formulas and Functions
- Formatting a Worksheet
- Working with Charts
- Analyzing Data using Formulas
- Managing Workbook Data
- Using Tables
- Analyzing Table Data
- Automating Worksheet Tasks

Content:

1. Create Documents with Excel
 - Understand Spreadsheet Software
 - Touring the Excel Window
 - Understanding Formulas
 - Entering Labels and Values
 - Editing Cell Entries
 - Enter and Editing a Simple Formula
 - Switching Worksheet Views
 - Choosing Print Options
2. Working with Formulas and Functions
 - Creating a Complex Formula
 - Inserting and Typing a Function
 - Copying and Moving Cell Entries
 - Understanding Relative and Absolute Cell References
 - Copying Formulas with Relative Cell References
 - Copying Formulas with Absolute Cell References
 - Rounding a Value with a Function



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3. Formatting a Worksheet

- Formatting Values
- Changing Font and Font Size
- Changing Attributes and Alignment
- Adjusting Column Width
- Inserting and Deleting Rows and Columns
- Applying Colors, Patterns and Borders
- Applying Conditional Formatting
- Naming and Moving a Sheet
- Checking Spelling

4. Working with Charts

- Planning and Creating a Chart
- Moving and Resizing a Chart
- Changing the Chart Design
- Changing the Chart Layout
- Formatting a Chart
- Annotating and Drawing on a Chart
- Creating a Pie Chart

5. Analyzing Data using Formulas

- Formatting Data using Text Functions
- Summing a Data Range based on Conditions
- Consolidating Data using a Formula
- Checking Formulas for Errors
- Constructing Formulas using Named Ranges
- Building a Logical Function with the IF Function
- Building a Logical Function with the AND Function
- Calculating Payments with the PMT Function

6. Managing Workbook Data

- Viewing and Arranging Worksheets
- Protecting Worksheets and Workbooks
- Saving Custom Views of a Worksheet
- Adding a Worksheet Background
- Preparing a Workbook for Distribution
- Inserting Hyperlinks
- Saving a Workbook for Distribution
- Grouping Workbooks



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7. Using Tables

- Planning and Creating a Table
- Adding a Table Data
- Finding and Replacing Table Data
- Deleting Table Data
- Sorting Table Data
- Using Formulas in a Table
- Printing a Table

8. Analyzing Table Data

- Filtering a Table
- Creating a Custom Filter
- Filtering a Table with Advanced Filters
- Extracting Data
- Looking up Values in a Table
- Summarizing Table Data
- Validating Table Data

9. Automating Worksheet Tasks

- Planning and Enabling a Macro
- Recording, Running and Editing a Macro
- Using Shortcut Keys and Macros
- Using the Personal Macro Workbook
- Assigning a Macro to a Button

Prerequisites:

- Introduction to the PC and Windows or equivalent experience

Method of Instruction:

- Lecture, demonstration and hands-on activities

Evaluation:

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



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