



Microsoft Excel Level 2

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	FEE:		\$300.00 + GST

COURSE INFORMATION

PREREQUISITES:

Prior experience using Excel or Microsoft Excel Level 1. Consultation with the instructor can be arranged to determine if you should attend this course.

COURSE DESCRIPTION:

A continuation course designed to teach the student more advanced features of Microsoft Excel.

COURSE GOALS:

Upon completion of this course students will be able to:

- Use the AutoFill handle
- Create and name ranges of cells
- Sort a list of data
- Create and use worksheet outlining
- Create a Web page from an Excel worksheet
- Apply built-in and custom formats
- Change cell size and alignment
- Use conditional formatting and styles
- Use various commonly used functions for analysis
- Summarize information in the database
- Change Excel options
- Turn the AutoSave feature on and off
- Protect your worksheets and workbooks
- Verify the correctness of worksheet formulas by displaying them
- Customize your printing options
- Customize your charts
- Use drawing tools

MAJOR COURSE OBJECTIVES:

The objective of this course is to review the basic operations of Microsoft Excel 2003 and introduce the student to more advanced topics

COURSE FORMAT:

Lecture, demonstration, lab time

COURSE REQUIREMENTS**ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/A

ASSIGNMENTS:

In class assignments

DETERMINATION OF FINAL MARK:

N/A

TEXT AND MATERIALS:

A manual and data files are provided

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/A

GRADES ON TRANSCRIPT:

N/A