

VETERANS UPWARD BOUND

~Educating America's Best~

COURSE TITLE: Microsoft Excel 2016

COURSE NUMBER: VUBCO421

INSTRUCTOR: Deby A. Gunter
Phone: (406) 403-1951
E-Mail: deby.gunter@gfcmu.edu

Course Description:

This course is for students possessing basic computer skills who would like to develop additional skills using Microsoft Excel. It will cover the basics for creating and using spreadsheets as well as working with formulas, data, tables, graphs, and some advanced functions of Excel, time allowing.

Course Materials:

- Handouts, videos on Moodle
- Access to a personal computer with reliable Internet access and with Microsoft Excel 2016 installed
- VUBMT User ID and password

Course Objectives:

- Demonstrate proficiency performing spreadsheet operations in a graphical user environment.
- Design a suitable spreadsheet by entering the information in appropriate layout from a given situation.
- Format spreadsheet data correctly to achieve proper appearance and layout of spreadsheet.
- Modify spreadsheets to alter appearance and/or data according to given specifications.
- Create graphical representation of data by designing a variety of charts.
- Demonstrate the procedures to use a spreadsheet as a database management tool.
- Demonstrate proficiency in using a variety of spreadsheet functions to automate worksheet tasks.

Course Outline:

- Creating a Worksheet and a Chart
- Formulas, Functions, and Formatting
- Working with Large Worksheets, Charting, and What-if Analysis
- Creating, Sorting and Querying an Excel Database and Data Validation
- Working with Multiple Worksheets and Workbooks
- Creating a Template and Importing Data from Various Data Types
- Working with PivotTables and PivotCharts

Attendance:

This course is designed with your needs in mind. It is based on reading, video review, handouts and participation during class. In order to achieve the objectives, your attendance and communication is essential.

Evaluation:

You will have a pre-test and a post-test. You will be evaluated on attendance and preparation. Assigned work will be corrected in class.