Excel Intermediate

Preparation for part of the Microsoft Office Specialist
(77-420) certification exam.

Course Overview: This course provides you with the tools needed to be able to use formulas required to do more complicated calculations. This helps to reduce errors that can arise in such complex tasks. This course introduces the basic concepts and terminology associated with formulas and functions as well as various methods of cell referencing. You will learn how to insert and customize tables and charts to be able to create attractive and well-organized representations of your workbook data. This course also covers conditional formatting which allows you to highlight trends and exceptions in cells or cell ranges to make it stand out. You will use Spark lines which are small charts within a cell that provide a visual representation of data and can be used to show trends in an appealing manner. Finally, you will explore a variety of graphic tools such as: text boxes, pictures, shapes, SmartArt, and WordArt and how to use these objects in order to enhance the visual impact of a workbook.

Prerequisite- * Introduction to Windows   * Excel Basic

Expected Learning Outcomes: Upon completion of the course, students are expected to be able to:

1. Create formulas and work with functions.
2. Describe ways in which to insert and format charts.
3. Describe ways in which to work with charts.
4. Apply and modify various types of conditional formatting.
5. Sequence the steps to create a Sparkline.
6. Create and alter a text box.
7. Add graphics and graphical elements such as: pictures, SmartArt and WordArt

Lessons/Topics: Lesson 1: Performing Calculations Using Functions in Excel This lesson covers the following topics:

- Create a basic formula
- Reference cells in formulas
- Create a named range
- Use basic functions
- Create formulas using basic logical functions
- Create an IF type formula

Lesson 2: Presenting Data in Tables and Charts in Excel This lesson covers the following topics:

- Create a table
- Format a table and customize a table style
- Create a chart
- Add elements to a chart
- Change the appearance of a chart

Lesson 3: Presenting Data using Conditional Formatting and Sparklines in Excel This lesson covers the following topics:

- Apply conditional formatting to a worksheet
- Create custom conditional formatting rules
- Create a basic Sparkline
- Create an advanced Sparkline

Lesson 4: Creating and Customizing Visual Elements in Excel This lesson covers the following topics:

- Add text boxes and shapes
- Insert a picture
- Insert a SmartArt graphic
- Apply a watermark
- Change the workbook theme

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.

    - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
    - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
    - **Chat**: clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.

        o Monday-Thursday 8am-11pm
        o Friday 8am-6pm
        o Saturday 11am-6pm

- **E-Mail**: During those hours when online support is not available, instructional support will contact you within 24 business hours.

CALL TO SCHEDULE YOU COMPLEMENTARY CERT COACHING SESSION 866-700-3636