

# Learn Microsoft Excel

Instructor: **Patrick Cool**  
Class Time: **6:00pm to 8:00pm**

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**Room 6**  
**Tuesdays and**  
**Thursdays**

Overview		
7/8/2014	Tuesday	Introduction to Excel: Excel File Type. Home Ribbon Menu, Interfacing With Cells. Keyboard Shortcuts.
7/10/2014	Thursday	Review Interface. Practice Data Entry. Formatting.
7/15/2014	Tuesday	Arithmetic in Excel: PEMDAS order of operations. Formatting fun!
7/17/2014	Thursday	Review PEMDAS and formatting. Understanding a Function. Piggy Bank.
7/22/2014	Tuesday	Referencing in Excel. Basic functions SUM, AVERAGE, COUNT. Intro to tables. Bakery Example.
7/24/2014	Thursday	Review Referencing. Tables. Bakery Example.
7/29/2014	Tuesday	Line Chart, Column Chart, Pie Chart. VLOOKUP. Formula Auditing
7/31/2014	Thursday	Review Chart Types, VLOOKUP. Formula Auditing.
8/5/2014	Tuesday	Data Validation Lists. Named Ranges. INDIRECT. Text to Columns.
8/7/2014	Thursday	Review Data Validation Lists, Named Ranges, INDIRECT, Text to Columns.
8/12/2014	Tuesday	String concatenation. Formatting as tables. MAX, MIN, ROUND. Bob's Budget.
8/14/2014	Thursday	Review String concatenation. Formatting as tables. MAX, ROUND. Bob's Budget.

8/19/2014	Tuesday	Pivot tables. Hyperlinks. Exporting and importing data. ISNUMBER, SEARCH, LEN.
8/21/2014	Thursday	Review Pivot tables. Hyperlinks. Exporting and importing data. ISNUMBER, SEARCH, LEN.
8/26/2014	Tuesday	<b>Excel Workbook App.</b> Goal Seek. MATCH, INDEX, CHOOSE.
8/28/2014	Thursday	Review Goal Seek. MATCH, INDEX, CHOOSE. Sales By Country.
9/2/2014	Tuesday	Financial functions PMT, PPMT, IPMT, FV, PV. Amortization Schedule.
9/4/2014	Thursday	<b>Excel Workbook App.</b> Intro to solver. Excel Security. Creating a Template.
9/9/2014	Tuesday	Review Solver. Excel Security. Creating a Template.
9/11/2014	Thursday	<b>Excel Workbook App Due.</b> Certificate Test.