



EXCEL 365 INTERMEDIATE

Course Outline

BRIEF COURSE DESCRIPTION

This course covers advanced Excel tools for complex data analysis, workbook management, advanced functions, and collaborative features, equipping students with skills for sophisticated data manipulation and presentation.

COURSE PREREQUISITES

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Knows how to operate Windows, 11 preferred.
- Recommended: Excel 365 Essentials

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Manage and customize complex workbooks.
- Utilize named ranges in formulas.
- Sort, filter, and validate data in tables.
- Summarize data using consolidation and subtotals.
- Create and manipulate PivotTables and PivotCharts.
- Apply conditional formats, custom formats, and graphics.
- Create advanced charts, including sparklines.
- Collaborate with others using permissions and comments.

REQUIRED COURSE MATERIALS

- Computers that can run Microsoft 365
- Internet access

COURSE DURATION

10 hours

HOMEWORK DURATION

4 hours

DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

TEACHING METHODS

Instructor-led Lectures combined with live streaming.

METHOD(S) OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A course-end project and a final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

COMPLETION REQUIREMENTS

Complete all projects, lesson evaluations, and a final exam, and received at 75% overall grade.