

LONDON CAPITAL COMPUTER COLLEGE

Advanced Diploma in Information Technology (104) – Advanced Excel

Aim: This course introduce candidates to the advanced features of Excel and prepare candidates for major topics which include: creation and manipulation of business-formatted worksheets and charts using appropriate functions and formulas in Excel; creation of worksheets utilising data tables, hyperlinks, databases, templates, and consolidated capabilities; integration of graphics, Word, Access, and Excel data into appropriate business reports, etc.; using Visual Basic for Applications code to create procedures for specific worksheets; using advanced techniques to audit and validate data, solve problems using Excel's Solver, Scenario Manager, Pivot Table, Pivot Chart, and data Map utilities; importing and exporting data and collaborating on worksheets tracking data changes. At the end of the course, candidates will be able to: create and use templates, conditional formatting, data validation, protection, import / export, macros, including advanced printing options. Also included are working with multiple worksheets; creating formulas and formatting garous sheets; consolidating data; formula auditing; advanced functions including Round, If and V Lookup. Required Materials: Recommended Learning Resources. Special Requirements: This is a hands-on course, hence practical use of computers is essential. Requires intensive lab work outside of class time. Intended Learning Outcomes: 1 Describe how to design a workbook using Excel's sorting, filtering and grouping features. Define how to create pivot tables and pivot charts, freezing rows and columns and using folders for workbook storage. Assessment Criteria:	Prerequisites: Good knowledge of file		Corequisites: A pass or higher in Diploma in			
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	2.4	Illustrate testing whether one or more
		conditions are true with the OR function
	2.5	Describe how to return values from a
		table with the VLOOKUP function
	2.6	Describe how to check for duplicate
		values using conditional formatting
	2.7	Describe how to cCheck for data entry
		errors using the IFERROR function
	2.8	Demonstrate summarizing data using the
		COUNTIF, SUMIF, and AVERAGEIF
		functions
	2.9	Review the COUNTIFS, SUMIFS, and
		AVERAGEIFS functions
	2.10	Illustrate how to use advanced filters
	2.11	Be able to summarise data using
		Database functions
3 Describe Excel Applications. Define	3.1	Describe how to create, edit, and delete
how to protect a workbook. Identify the auditing		defined names for cells and ranges
toolbar, sharing a workbook with others and	3.2	Describe how to paste a list of defined
publishing workbooks to the web.		names as documentation
	3.3	Describe how to use defined names in
		formulas
	3.4	Describe how to add defined names to
		existing formulas
	3.5	Describe how to create validation rules
		for data entry
	3.6	Describe how to protect the contents of
		worksheets and workbooks
	3.7	Describe how to aAdd, edit, and delete
		comments
	3.8	Discuss about macro viruses and Excel
	0.0	security features
	3.9	Demonstrate creating a macro using the
		macro recorder
	3.10	Demonstrate editing a macro using the
	0.10	Visual Basic Editor
	3.11	Demonstrate assigning a macro to a
		keyboard shortcut and a button
	3.12	Describe how to save a workbook in
	3.12	macro enabled format
		macro chabled format
4 Describe financial analysis. Analyse the	4.1	Work with financial functions to analyse
costs given various estimated rates of interest.		loans and investments
Understand how to create and use one-variable	4.2	Describe how to create an amortization
data tables, excel scenarios and scenario report.		schedule
data tubies, exect section of the section report.	4.3	Describe how to calculate a conditional
	15	sum
	4.4	Describe how to interpolate and
	'. '	extrapolate a series of values
	4.5	Describe how to calculate a depreciation
	5	schedule
	4.6	Describe how to determine a payback
	1.0	period
	4.7	Describe how to calculate a net present
	/	value
	4.8	Describe how to calculate an internal rate
	7.0	of return
	4.9	Describe how to trace a formula error to
	7.9	its source
		165 SOUTCE

5 Define how to use Excel's solver to	5.1	Explore the principles of cost-volume-
unravel complex tasks. Perform What-If		profit relationships
Analysis.	5.2	Demonstrate how to perform a basic
	5.3	what-if analysis Describe how to use Goal Seek to
	3.3	calculate a solution
	5.4	Describe how to create a one-variable
	3.1	data table
	5.5	Describe how to create a two-variable
		data table
	5.6	Describe how to create and apply
	5.7	different Excel scenarios
	5.7	Describe how to generate a scenario summary report
	5.8	Describe how to generate a scenario
		PivotTable report
	5.9	Explore the principles of price elasticity
	5.10	Describe how to run Solver to calculate
		optimal solutions
	5.11	Describe how to create and apply constraints to a Solver model
	5.12	Describe how to save and load a Solver
	3.12	model
6 Define external data connection.	6.1	Demonstrate importing data from a text
Describe how to import text files into Excel and		file
copying a worksheet from one workbook to	6.2	Demonstrate working with connections
another.		and external data ranges
	6.3	Define a trusted location
	6.4 6.5	Describe databases and queries Analyse how to use the Query Wizard to
	0.3	import data from several tables
	6.6	Describe how to Edit a query
	6.7	Describe how to import data into a
		PivotTable and PivotChart
	6.8	Describe how to create a Web query
	6.9	Describe how to retrieve data from the World Wide Web
	6.10	Describe how to use hyperlinks in a
		workbook
	6.11	Describe how to access data from an
		XML document
	6.12	Demonstrate working with XML data maps
7 Define the importance of incorporating	7.1	Describe how to create a macro using the
Excel with Visual Basic. Describe the Visual	/.1	macro recorder
Basic editor, how to save macros and setting	7.2	Demonstrate working with the Project
macro security levels.		Explorer and Properties window of the VBA Editor
	7.3	Describe how to edit a sub procedure
	7.4	Describe how to run a sub procedure
	7.5	Describe how to work with VBA objects,
		properties, and methods
	7.6	Describe how to create an input box to
	7.7	retrieve information from the user Describe how to create and run If-Then
	'.'	control structures
	7.8	Describe how to work with comparison
		and logical operators
	7.9	Describe how to create message boxes
	7.10	Describe how to customise the Quick

	7.11	Access Toolbar Demonstrate customising Excel
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Recommended Learning Resources: Advanced Excel

Text Books	 Illustrated Course Guide: Microsoft Office Excel 2007 Advanced by Lynn Wermers. ISBN-10: 1423905369 Excel 2007 Formulas (Mr. Spreadsheet's Bookshelf) by John Walkenbach. ISBN-10: 0470044020
	13D11-10. 0470044020
Study Manuals	BCE produced study packs
CD ROM	Power-point slides
Software	Microsoft Excel