

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**INTERMEDIATE ELECTRONIC SPREADSHEETS  
(Microsoft Excel Intermediate)**

(8 hours)

**ITSW 1046**

**COURSE SYLLABUS**

**Course Description:** Topics include enhancing worksheets, advanced formatting techniques, advanced functions, database management, customizing charts, drawing pictures, linking. Instructions in moving and copying, cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Prerequisites: Excel Introduction or equivalent experience.

**Objectives:** Every student will be able to:

- Manipulate worksheets
- Use advanced formatting techniques
- Build advanced functions
- Use text functions
- Use Excel database and list management options
- Customize charts
- Create pictures and graphics in Excel
- Paste and link objects
- Link from other worksheets and other applications

**Rationale:** MS Excel is one of the most popular electronic spreadsheets programs used in the business community. This course will enable students to enhance their skills and create professionally looking document.

**Required Material:** None

**Type of Course:** Short Course

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**Evaluation:** Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

**Course Outline:**

- I. Manipulating worksheets (½ hour)
  - A. Renaming worksheets
  - B. Deleting and inserting worksheets
  - C. Grouping and ungrouping worksheets
  - D. Freezing and unfreezing panes
  - E. Customizing the toolbars and menus
  
- II. Advanced formatting techniques (1 hour)
  - A. Creating new styles based on existing formatting
  - B. Conditional formatting
  - C. Using colors
  - D. Hiding and redisplaying data
  
- III. Advanced functions (1 ½ hour)
  - A. The IF function
  - B. Data validation functions
  - C. HLOOKUP and VLOOKUP functions
  - D. Date functions
  - E. Time functions
  
- IV. Text functions (½ hour)
  - A. Various text functions

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- V. Database and list management (1 hour)
  - A. Creating, editing and navigating Excel database
  - B. Sorting
  - C. Filtering
  - D. Totaling and manipulating filtered data
  - E. Creating subtotals
  - F. Data forms
  
- VI. Charts (1 hour)
  - A. Charts wizard options
  - B. Changing data by dragging and dropping
  - C. Formatting the chart area
  - D. Formatting legend, axis, gridlines, plot area
  - E. Formatting the data series
  
- VII. Pictures and graphics (½ hour)
  - A. Drawing lines, boxes, ovals
  - B. Using autoshapes
  - C. Creating text boxes
  - D. Insert ClipArt
  - E. Grouping and ungrouping objects
  
- VIII. Object linking and embedding (1 hour)
  - A. Difference between linking and embedding
  - B. Paste Special
  - C. Embedding an object
  - D. Embedding a picture

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- IX. Linking from other worksheets and other applications (1 hour)
- A. Linking from other worksheets
  - B. Linking form other workbook
  - C. Linking data from Word
  - D. Linking data to Word
  - E. Conversion features

**Student Assessment Checklist:**

At the completion of the course each student will be able to:

1. Manipulate worksheets
2. Use advanced formatting techniques
3. Build advanced functions
4. Use text functions
5. Use Excel database and list management options
6. Customize charts
7. Create pictures and graphics in Excel
8. Paste and link objects
9. Link from other worksheets and other applications