

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**ADVANCED ELECTRONIC SPREADSHEETS
(Microsoft Excel Advanced)**

(9 hours)

ITSW 2049

COURSE SYLLABUS

Course Description: Instruction in macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Booleans functions. Topics include using templates, importing data, customizing Excel. Prerequisites: Excel Intermediate or equivalent experience.

Objectives: Every student will be able to:

- Use and modify styles
- Create and use templates
- Import data
- Use “What if” utilities
- Record and run macros
- Customize Excel
- Use security and proofing features
- Set data validation and passwords
- Create data maps
- Consolidate worksheets

Rationale: MS Excel is one of the most popular electronic spreadsheets programs used in the business community. This course will help students to use this application to create and manage professional sophisticated documents.

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. | Styles | (½ hour) |
| | A. Using available styles | |
| | B. Creating new styles | |
| | C. Editing styles | |
| II. | Templates | (1 hour) |
| | A. Using existing templates | |
| | B. Creating templates | |
| | C. Editing and saving templates | |
| | D. Template wizard | |
| III. | Importing data | (1 hour) |
| | A. The text wizard | |
| | B. Importing from a database | |
| | C. MS Query | |
| IV. | “What if” utilities | (1 ½ hour) |
| | A. Goal seek | |
| | B. Scenario manager | |
| | C. Solver | |

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- V. Macros (1 hour)
 - A. Recording a macro
 - B. Running a macro
 - C. Creating a button and attaching macro to it
 - D. Editing a button

- VI. Customizing Excel (½ hour)
 - A. Displaying and hiding toolbars
 - B. Creating new toolbars
 - C. Changing view, edit, print, calculation, general, and other options

- VII. Security and proofing tools (1 hour)
 - A. Spell checker
 - B. Sharing options
 - C. Setting and unsetting workbook, worksheets and cells protections
 - D. Cell comments

- VIII. Data validation and passwords (1 hour)
 - A. Setting data validation
 - B. Input messages
 - C. Error alerts
 - D. Workbook password
 - E. Removing password

- IX. Data maps (1 hour)
 - A. Creating a data map
 - B. Placing data on a map
 - C. Formatting a data map

- X. Consolidation (½ hour)
 - A. Consolidating data over several worksheets
 - B. Consolidating rows and columns

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Student Assessment Checklist:

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

1. Use and modify styles
2. Create and use templates
3. Import data
4. Work with long documents
5. Use “What if” utilities
6. Record and run macros
7. Customize Excel
8. Use security and proofing features
9. Set data validation and passwords
10. Create data maps
11. Consolidate worksheets