**AUSTIN COMMUNITY COLLEGE**
**CONTINUING EDUCATION**

**ADVANCED SPREADSHEETS**
**(Excel Advanced)**

(12 hours)

**ITSW 2049**

**COURSE SYLLABUS**

**Course Description**:  Advanced concepts in electronic spreadsheets. Topics address macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions. Topics include using templates, importing data, customizing Excel.  Prerequisites:  Excel Intermediate or equivalent experience.

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

- Utilize advanced spreadsheet functions
- Work with one and two input data tables
- Import data
- Create and modify pivot tables
- Create and view scenarios
- Utilize auditing features
- Create and design macros
- Devise solutions utilizing linked worksheets and merged data

**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

**ADVANCED SPREADSHEETS**
**(Excel Advanced)**

(12 hours)

**ITSW 2049**

**COURSE SYLLABUS**

**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:**

1. TEMPLATES
    1.1.        Using Templates
    1.2.        Creating Excel Templates
    1.3.        Displaying Hidden Template Folders On A Windows 7 Computer
    1.4.        Editing Excel Templates On A Windows 7 Computer
    1.5.        Displaying Hidden Template Folders On A Windows Vista Computer
    1.6.        Editing Excel Templates On A Windows Vista Computer
    1.7.        Displaying Hidden Template Folders On A Windows Xp Computer
    1.8.        Editing Excel Templates On A Windows Xp Computer

2. PASTE SPECIAL OPTIONS
    2.1.        Using Paste Special To Add, Subtract, Multiply & Divide
    2.2.        Using Paste Special 'Values'
    2.3.        Using Paste Special Transpose Option

3. PIVOT TABLES
    3.1.        Creating And Using A Pivot Table
    3.2.        Filtering And Sorting Data Within A Pivot Table.
    3.3.        Automatically Grouping Data In A Pivot Table And Renaming Groups
    3.4.        Manually Grouping Data In A Pivot Table And Renaming Groups

4. INPUT TABLES
    4.1.        One-Input Data Tables
    4.2.        Two-Input Data Tables

**AUSTIN COMMUNITY COLLEGE**
**CONTINUING EDUCATION**

**ADVANCED SPREADSHEETS**
**(Excel Advanced)**

(12 hours)

**ITSW 2049**

**COURSE SYLLABUS**

5.  HYPERLINKS
    5.1.    Inserting A Hyperlink
    5.2.    Editing A Hyperlink
    5.3.    Removing A Hyperlink

6.  LINKING & EMBEDDING
    6.1.    What Is Embedding And Linking?
    6.2.    Linking Data Within A Worksheet
    6.3.    Linking Cells Between Worksheets Within A Workbook
    6.4.    Linking Data Between Workbooks
    6.5.    Linking Data From Excel To A Word Document
    6.6.    Linking An Excel Chart To A Word Document
    6.7.    Updating, Locking And Breaking Links

7.  IMPORTING TEXT FILES
    7.1.    What Is A Delimited Text File?
    7.2.    Importing A Delimited Text File

8.  SORTING AND FILTERING DATA
    8.1.    Sorting Data By Multiple Columns At The Same Time
    8.2.    Applying A Pre-Installed Custom Sort
    8.3.    Creating A Customized List And Performing A Custom Sort
    8.4.    Removing A Customized List
    8.5.    Using Autofilter
    8.6.    Using Autofilter To Perform Multiple Queries
    8.7.    Top 10 Autofilter
    8.8.    Removing All Autofilters From A Worksheet
    8.9.    Advanced Filter Criteria
    8.10.   Sub-Totaling
    8.11.   Removing Subtotals
    8.12.   Expanding And Collapsing Outline Detail Levels

9.  TRACKING AND REVIEWING CHANGES
    9.1.    Enabling Or Disabling The 'Track Changes' Feature
    9.2.    Sharing, Comparing And Merging Worksheets

**AUSTIN COMMUNITY COLLEGE**
**CONTINUING EDUCATION**

**ADVANCED SPREADSHEETS**
**(Excel Advanced)**

(12 hours)

**ITSW 2049**

**COURSE SYLLABUS**

10. SCENARIOS
  10.1.     Scenario Manager
  10.2.     Scenario Summary Reports

11. VALIDATING
  11.1.     Data Validation - Whole Number
  11.2.     Data Validation - Decimal Number
  11.3.     Data Validation - List
  11.4.     Data Validation - Date
  11.5.     Data Validation - Time
  11.6.     Data Validation - Text Length
  11.7.     Customizing A Validation Input Message And Error Alert
  11.8.     Removing Data Validation

12. AUDITING
  12.1.     Tracing Precedent Cells
  12.2.     Tracing Dependent Cells
  12.3.     Identifying Cells With Missing Dependents
  12.4.     Showing All Formulas In A Worksheet, Rather Than The Resulting
            Values
  12.5.     Inserting And Viewing Comments
  12.6.     Editing And Deleting Comments
  12.7.     Showing And Hiding Comments

13. MACROS
  13.1.     Macro To Change The Page Set-Up
  13.2.     Macro To Apply A Custom Number Format
  13.3.     Macro To Format A Cell Range
  13.4.     Macro To Insert Fields Into The Header Or Footer
  13.5.     Assigning A Macro To A Button On The Quick Access Toolbar
  13.6.     Deleting Macros

**AUSTIN COMMUNITY COLLEGE**
**CONTINUING EDUCATION**

**ADVANCED SPREADSHEETS**
**(Excel Advanced)**

(12 hours)

**ITSW 2049**

**COURSE SYLLABUS**

14. PASSWORDS & SECURITY ISSUES
    14.1.      Adding 'Open' Password Protection To A Workbook
    14.2.      Adding 'Modify' Password Protection To A Workbook
    14.3.      Removing An 'Open' Password From A Workbook
    14.4.      Removing A 'Modify' Password From A Workbook
    14.5.      Password Protecting Cells And Worksheets
    14.6.      Hiding Formulas
    14.7.      Un-Hiding Formulas