

# EXCEL 365 ADVANCED

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.