Excel 365 Advanced

Course Outline

Brief Course Description

This advanced course builds on prior levels, covering logical and lookup functions, advanced formulas, importing and exporting data, data analysis, and automation with macros. Students will learn to handle large data sets, create dynamic outputs, manipulate dates and text, and automate tasks, enhancing their skills for complex data analysis and presentation.

Course Prerequisites

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Knows how to operate Windows, 11 preferred.
- Recommended: Excel 365 Intermediate.

Learning Objectives

By the end of this course, students will be able to:

- Utilize logical and lookup functions to solve complex problems
- Apply advanced formulas and functions for detailed data analysis
- Import and export data efficiently
- Perform data analysis using what-if analysis and the Analysis Toolpak
- Create and run macros to automate repetitive tasks
- Manipulate dates and text within Excel for dynamic outputs
- Prepare workbooks for internationalization and accessibility.

Required Course Materials

- Computers that can run Microsoft 365
- Internet access

Course Duration

13 hours

Homework Duration

2 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.