

Excel Core

Instructor

Don Bremer

Email

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Office Location

Cyberspace

Office Hours

M-F

2p-3p via Zoom

Course Overview

The purpose of this class is to prepare the student to take the MOS Exam 77-727: Core Data Analysis, Manipulation, and Presentation. These classes will be viewed online with a simple question asked at the end of the video to make sure the student has watched the video.

Recommended Text

MOS 2016 Study Guide for Microsoft Excel (MOS Study Guide), *Joan Lambert*

Course Materials

All videos and handouts will be found at <http://lsbeexcelclasses.com/>. This is an attendance-based class with a simple question to be answered correctly to get credit for the session.

Resources

- <http://lsbeexcelclasses.com/>
- Zoom Link: <http://lsbeexcelclasses.com/zoom-link/>
- GMetrix (practice exams) until August 31, 2020

Course Schedule

Week	Subject	Covering (not limited to)
Session 1	Excel Basics	Interface, Maneuvering and changing the interface, Simple Formulas
Session 2	Data	Fill, Sorting, (Advanced) Filtering, Subtotals, Pivot Tables, Conditional Formatting, Tables, Removing Duplicates

Week	Subject	Covering (not limited to)
Session 3	Functions	Naming and Referencing Cells. Functions: If, Today, Trim, Concat, Lookup, Len, and more
Session 4	Charts	Pie, Bar, Line, Scatterplot, Sparklines, Pareto
Session 5	Data and Display	Bringing in Data, Quick access toolbar, Freeze panes, Print Areas, Hyperlinks, and Document Properties

Homework Policy

This is an attendance-based course. The student will be asked to sign in with your email and you will receive credit for the class if a simple question is answered at the end of the video. These questions are picked from a random pool. If the question is answered wrong, another question will be selected for the student to answer.