

# Excel Expert

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## Instructor

Don Bremer

## Email

DonBremer@gmail.com

## 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 77-728: Interpreting Data for Insights. 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 Expert (MOS Study Guide), *Paul McFedries*

## 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 | Office Concepts        | Creating and using Templates, Macros, and Linking Workbooks                         |
| Session 2 | Customizing Everything | Tabs, Creating Custom Number formats, Fill Series Pt. 2, Data Validation            |
| Session 3 | Advanced Functions     | Functions: IfError, All types of "ifs", Logicals (AND, OR, NOT), Goal Seek and more |

| <b>Week</b> | <b>Subject</b>   | <b>Covering (not limited to)</b>                                                                                            |
|-------------|------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Session 4   | Data and Display | Bringing in Fixed width Data, Pivot Tables with Slicers, Grouping Dependent values together, Charts as Templates, and Maps. |
| Session 5   | Tidbits          | Hiding/Viewing Sheets, Password Protect cell ranges, Styles, Themes, Scenario Manager                                       |

### **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.