



Course Name: Intermediate and Advanced Excel

Module CA-10: Computerized Accounting

Course Description:

Gain a thorough understanding of intermediate and advanced features in Excel. You will learn to create spreadsheets, charts, graphs, linked forms, and effective reports. This course will be especially useful for individual wanting to work in an office environment or in an accounting function where financial reports are needed. The relationship between Excel and Access will be introduced.

Course Length: 63 hours

Text Book:

Learning Microsoft Office XP by Suzanne Weixel, Jennifer Fulton,
aithe Wempen, Sue Plumley
DDC Publishing, New York
ISBN 1-58577-135-X

Method of Evaluation

- Participation 20%
- Practical Exercises 20%
- Exam 60%
- You must achieve 65% on the final exam

Course Objectives: Knowledge

The graduate will have a working knowledge of all the features and functions of Excel

1. Understanding of all features and functions including Workbooks, Worksheets and Files
2. Understand formulas, how to present data,
3. Understand the value of Excel for presentations and as a problem-solving tool

Course Objectives: Skills

The graduate will be able to use all the functions and features of Excel

1. Ability to create and format a spreadsheet
2. Ability to create formulas and functions
3. Ability to create charts and use Excel to predict trends

The graduate will be able to use Excel in the workplace to analyze data and solve problems

1. Ability to solve problems

2. Ability to analyze and present data
3. Ability to work between software applications to present reports

Curriculum Outline

Week 1	<ul style="list-style-type: none"> 4. Review of intro to Excel 3. Practicum- Creating worksheets, basic formatting 4. Reviewing formatting in Excel 6. Working with formulas 3. Practicum- Using Excel formulas
Week 2	<ul style="list-style-type: none"> 6. Working with functions 3. Practicum- Using Excel- Working with functions 4. Working with charts 3. Practicum- Using Excel (Working with Charts) 6. Advanced Printing, Formatting and editing 1.5. Practicum- Using Excel- Formatting and editing
Week 3	<ul style="list-style-type: none"> 1.5. Practicum- Using Excel- Formatting and editing 3. Advanced chart technique 1.5. Practicum- Using Excel (part1) 1.5. Practicum- Using Excel (part2) 6. Working with lookup functions, Pivot Charts and pivot tables 1.5. Practicum- Using Excel (part 3) 1.5. Practicum- Using Excel (part 4) 3. Final Exam
Week 4	
Week 5	

Instructor Information:

Name: _____

Phone: _____

E-Mail: _____