

# Chindlers

## Excel

**Program: Excel**

**Title: Excel**

**Prerequisites: Basic Computer Skills**

**Certifications Upon Completion: certificate of completion/mos**

**Certification**

**Length of Course: 69 Hours**

**PRICE: \$1000**

### **COURSE OBJECTIVE:**

Get a thorough knowledge and understanding of the most relevant features and uses of Excel 2020. Start with an introduction to worksheets and move to using advanced functions and calculations. Students will be engaged with hands on learning as they apply learned concepts. Time will be spent on practice exams in preparation for the MOS Excel exam. Includes workbook, practice exam and exam fee.

### **PROGRAM DESCRIPTION:**

This course prepares individuals to successfully use the software and apply to any job related to Office and accounting. .

### **INSTRUCTIONAL STRATEGIES:**

Our institution has developed its own e-learning platform ([www.tutoracademy.org](http://www.tutoracademy.org)) together with a combination of class lectures, hands on with a computer, one on one demonstrations, and in-house lab experiences applicants can accomplish certification.

## PROGRAM LENGTH

The following hours are recommended program lengths. It is understood, however, each student learns at his or her individual pace and there will be students who successfully complete the program in fewer or more hours that what is recommended.

## METHOD OF EVALUATION

Our onsite testing program through(Pearson Vue) will evaluate and certify each candidate, reports will be produced to assist candidates in becoming certified.

## GRADING FORMULA

Percentage %	Grade
90+	A
87-89	A-
84-86	B+
80-83	B
77-79	B-
74-76	C+
70-73	C
65-69	D+
60-64	D
<59	F

## Course content

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195 lectures

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<b><u>Microsoft Excel 101 Course</u></b>		
<b><u>Introduction</u></b>		09:35
<a href="#">Ask Questions</a>	<a href="#">Preview</a>	04:14
<a href="#">Course Exercise Files</a>	<a href="#">Preview</a>	03:12
Certificate of Completion		02:09

<b><u>– Microsoft Excel Fundamentals</u></b>	<b><u>30:57</u></b>
<a href="#"><u>Launching Excel</u></a>	<a href="#"><u>Preview</u></a> 01:41
Microsoft Excel Startup Screen	03:15
<a href="#"><u>Introduction to the Excel Interface</u></a>	<a href="#"><u>Preview</u></a> 07:10
Customizing the Excel Quick Access Toolbar	02:56
More on the Excel Interface	03:34
Understanding the Structure of an Excel Workbook	03:58
Saving an Excel Document	04:00
Opening an Existing Excel Document	01:36
Common Excel Shortcut Keys	02:47
Excel Fundamentals Quiz	4 questions
<b><u>– Entering and Editing Text and Formulas</u></b>	<b><u>41:02:59</u></b>
Entering Text to Create Spreadsheet Titles	08:15

Working with Numeric Data in Excel	08:26
Entering Date Values in Excel	08:37
Working with Cell References	06:00
Creating Basic Formulas in Excel	08:32
Relative Versus Absolute Cell References in Formulas	12:33
Understanding the Order of Operation (DOWNLOAD EXERCISE FILE)	10:36
Entering and Editing Text and Formulas Quiz	4 questions
<b><u>– Working with Basic Excel Functions</u></b>	<b><u>46:19</u></b>
<a href="#">The structure of an Excel Function</a>	<a href="#">Preview</a> 10:16
Working with the SUM() Function	07:00
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Working with the AVERAGE() Function	02:51
Working with the COUNT() Function	02:51
Adjacent Cells Error in Excel Calculations	03:39
Using the AutoSum Command	06:48
Excel's AutoSum Shortcut Key	02:12
Using the AutoFill Command	04:24

to Copy Formulas	
Basic Excel Functions Quiz	4 questions
<b><u>– Modifying an Excel Worksheet</u></b>	<b><u>36:45</u></b>
Moving and Copying Data in an Excel Worksheet	06:33
Inserting and Deleting Rows and Columns	07:13
Changing the Width and Height of Cells	05:17
Hiding and Unhiding Excel Rows and Columns	05:07
Renaming an Excel Worksheet	02:51
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Modifying Worksheets Quiz	4 questions
<b><u>– Formatting Data in an Excel Worksheet</u></b>	<b><u>36:18</u></b>
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Changing the Background Color of a Cell	02:50
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Creating Styles to Format	08:12

Data	
Merging and Centering Cells	02:50
Using Conditional Formatting	04:34
Formatting Data Quiz	4 questions
<b><u>– Inserting Images and Shapes into an Excel Worksheet</u></b>	<b><u>19:29</u></b>
Inserting Images	04:09
Inserting Excel Shapes	03:55
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<b><u>– Creating Basic Charts in Excel</u></b>	<b><u>25:42</u></b>
Creating an Excel Column Chart	04:53
Working with the Excel Chart Ribbon	05:24
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<b><u>– Printing an Excel Worksheet</u></b>	<b><u>21:39</u></b>
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Printing and Excel Worksheet Quiz	4 questions
<b><u>– Working with Excel Templates</u></b>	<b><u>11:40</u></b>
<a href="#">Intro to Excel Templates</a>	<a href="#">Preview</a> 01:31
Opening an Existing Template	05:33
Creating a Custom Template	04:36
<b><u>– Congratulations! You've Built a Solid Microsoft Excel Foundation</u></b>	<b><u>00:52</u></b>
Congratulations!	00:52
<b><u>– Microsoft Excel 102 Course Introduction</u></b>	<b><u>00:04</u></b>
Course Exercise Files - Download these First!	00:04
<b><u>– Working with an Excel List</u></b>	<b><u>44:50</u></b>
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Sorting a List Using Multi- Level Sorts	03:46
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Creating Subtotals in a List	06:36
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<b><u>– Excel List Functions</u></b>	<b><u>18:39</u></b>
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Excel Function: DAVERAGE()	02:47
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Excel Function: SUBTOTAL()	06:15
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<a href="#">Understanding the Need for Data Validation</a>	<a href="#">Preview</a> 05:13
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Adding a Custom Validation Error	04:37
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<b><u>– Importing and Exporting Data</u></b>	<b><u>14:01</u></b>
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Importing Data from Microsoft Access	04:14
Exporting Data to a Text File	04:13



<b><u>- Excel PivotTables</u></b>	<b><u>41:30</u></b>
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<a href="#"><u>Grouping PivotTable Data</u></a>	<a href="#"><u>Preview</u></a> 04:43
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Consolidating Data from Multiple Worksheets	05:30
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Congratulations!	00:42
<b><u>— Microsoft Excel 103 Course Introduction</u></b>	<b><u>00:16</u></b>
Course Excerise Files - Download this Excel File First!	00:16
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<b><u>Congratulations!</u></b>	<b><u>00:58</u></b>
Congratulations on Completing the Microsoft Excel 103	00:58
<b><u>Microsoft Excel Macros and VBA Course Introduction</u></b>	<b><u>11:21</u></b>
<a href="#">Welcome to the Course</a>	<a href="#">Preview</a> 05:50
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<b><u>Project #1: Using Excel's Macro Recorder Tool</u></b>	<b><u>22:42</u></b>
<a href="#">Introduction to Project #1:</a>	<a href="#">Preview</a> 02:01

## Inserting and Formatting Text

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Running A Macro 02:43

Project #1: Running a Macro with a Button 03:35

Project #1: Opps! I Need to Edit My Macro 04:27

Practical Uses of Excel Macros 02:16

## **— Excel VBA Concepts** 44:20

Excel VBA Concepts 03:32

The Visual Basic Editor (VBE) 03:25

Excel VBA Modules 02:01

Creating an Excel VBA Procedure 08:17

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Building Logic with an IF Statement 06:18

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## **— Project #2: Moving Beyond the Basics and into VBA** 39:01

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Project #2: Prompting the User for Information	06:54
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Function	
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<b><u>Project #5: Bringing it All Together and a Weekly Report</u></b>	<b><u>23:24</u></b>
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Congratulations! You're an Excel Macro/VBA Master	01:02
BONUS! - Special Offer! Discount on Any of my Courses!	00:55



