



CMPT 1132: Excel Level 3

EFFECTIVE DATE

September 2020

DEPARTMENT

Computers - City Centre

DESCRIPTION

Learn to use advanced features of Excel when working with different types of reports and data. You will explore increasing data entry efficiency with productivity tools, collaborating with others, using what-if scenarios, data validation rules, goal seeking, data groups, sub-totaling, solver tool, creating PivotTables, PivotCharts, and basic macros. You will learn through live demonstrations while interacting with a subject matter expert.

CREDITS

0.0

YEAR OF STUDY

General Interest

PREREQUISITES

Excel Level 2 (CMPT 1131), or equivalent knowledge/experience in using Excel.

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Create, modify, and delete a workbook template
- Create a shared workbook, track and merge
- Protect worksheets and workbooks
- Use the correct syntax for functions
- Convert data types and trace formula errors
- Set up a what-if scenario, use the Goal Seeking and Solver tools
- Use the evaluate formula
- Create a data table, outline and group data, use advanced filtering
- Create and use PivotTables and PivotCharts

- Create, activate, and edit a macro
- Add form controls to a worksheet, display & edit form control properties
- Create and use data validation & pick lists
- Set advanced Excel options

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 7

INSTRUCTIONAL STRATEGIES

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

'S' based on minimum 80% attendance

EVALUATION PLAN

None

COURSE TOPICS

- Charts, Sparklines, Trendlines
- Advanced Functions - Math and Trigonometric, Logical, Financial, Date and Time, Text
- Data Types
- Workbook Protection
- What-If Analysis
- Goal Seek
- Solver
- Scenarios
- PivotTables
- Data Slicer
- Macros
- Form Controls
- Data Validation
- Advanced Excel Options

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

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Downtown campus

250 West Pender Street
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