Norwalk Community College — Extended Studies & Workforce Education
188 Richards Avenue
Norwalk, CT 06854-1655

Excel 2016 — Course Outline   Summer 2018

CRN:	3555	Professor:	Rich Malloy
Meeting times:	Tues 6:00 pm – 9:00 pm	Office Phone:	203-862-9411
Dates:	June 12 – July 17	Email:	RMalloy@Norwalk.edu
Room:	W133	Website:	bit.ly/ncc-excel

Day 1: Introduction to Spreadsheets
Projects: Restaurant Invoice, Checkbook
    Register
The Excel User Interface
Navigating and Editing a Worksheet
Your First Spreadsheet
The Four Rules of Formulas
Basic Formatting

Day 2: Formatting and Formulas
Projects: Company Sales Report, Budget
Auto-Fill
Functions: SUM, AVERAGE, COUNT
Using Absolute References in Formulas
Number and Date Formats
The PMT Function
Cell Styles
Conditional Formatting
Printing: Margins, Orientation, Headers/Footers

Day 3: Database Features and Charts
Projects: Salary Analysis, Sales Performance
Freezing Panes and Print Title
Sorting and Filtering
Format as Table: The Excel Table
Functions: IF, SUMIF, SUBTOTAL
Charts and Annotation

Day 4: Managing Multiple Sheets
Projects: Quarterly Sales Report
Sheets: Insert Sheets, Moving/Copying Sheets,
Naming Sheets
Grouping Sheets Together
Linking Spreadsheets
Naming Ranges
Hyperlinks
Printing Multiple Sheets

Day 5: Collaboration and Auditing
Projects: Investment Forecast
Comments: Inserting, Editing, Deleting
Protecting a Worksheet
Customizing the Quick Access Toolbar
Pictures, Shapes, and Text Boxes
Checking Formulas

Day 6: Pivot Tables and VLOOKUP
Projects: Salary Analysis, Invoice
Powerful Pivot Tables
The Amazing VLOOKUP Function
Review
Optional:
Scenarios
Goal Seek