

OIS1340 Excel Advanced

Course Description:

Using Excel the student will organize, analyze, interpret, and present data. Expert Excel features covered include manipulating named ranges within formulas, using advanced functions, data validation, and pivot tables, importing and exporting data, and integrating Microsoft® Office applications.

Scheduling the Credit by Exam:

The student must complete the credit-by-exam form and pay the fee (\$45) for the exam in the MTC Business Office prior to taking the exam. The student must contact Vicki Weaver in Room 161C, weaverv@mtc.edu, or telephone at 740-386-4115 to schedule an appointment to take the credit by exam. The student must bring his or her receipt to the scheduled testing appointment.

Evaluation Criteria:

The OIS1340 credit by exam you will complete will be a hands-on demonstration of various application features using Excel 2016 for a PC.

Students need to be familiar with the following advanced Excel features:

- › Create, modify, and use templates
- › Collaborate with others by sharing and protecting workbooks
- › Group and ungroup data
- › Subtotal data
- › Create, modify, and format a PivotTable
- › Change the values field
- › Sort, filter, and slice a PivotTable
- › Create a calculated field
- › Create and modify a PivotChart
- › Create and edit a one- and two-variable data table
- › Identify an input value with
- › Goal Seek
- › Use Scenario Manager and generate scenario summary reports
- › Load the Solver
- › Add-In and optimize results with Solver
- › Use conditional math and statistical functions
- › Calculate relative standing with statistical functions
- › Create a nested logical function
- › Use MATCH and INDEX lookup functions
- › Use advanced filtering Manipulate data with database functions
- › Create a loan amortization table
- › Work with grouped worksheets
- › Manage windows and workspaces
- › Insert hyperlinks
- › Insert a 3-D formula
- › Link workbooks
- › Audit formulas
- › Set up a watch window
- › Validate data
- › Import data from external sources
- › Create a Web query
- › Manage connections
- › Convert text to columns
- › Manipulate text with functions
- › Understand XML syntax
- › Import XML data into Excel
- › Change properties
- › Share and merge workbooks
- › Insert comments
- › Track changes

- › Check for issues
- › Automating repetitive tasks using macros
- › Integrate Excel data by importing from and exporting to external resources
- › Prepare a workbook for distribution to others