



EXCEL AND EXCEL ADVANCED COURSES

BOSTON CONNECT

A DIVISION OF BOSTON CITY CAMPUS GROUP OF
COMPANIES

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EXCEL AND EXCEL ADVANCED COURSES

PURPOSE:

Our Excel and Excel Advanced courses provide students with essential skills for productivity, data analysis, and problem-solving in various industries. It enhances employability, marketability, and critical thinking abilities, benefiting both personal and professional endeavors.

MODULES:

- Excel
- Excel Advanced

BASIC EXCEL COURSE OUTCOMES:

1. What is Excel?

- Understand the purpose and uses of Microsoft Excel.

2. Starting Excel

- Familiarize yourself with the Excel application interface.
- Learn how to create a new workbook and open existing ones.

3. Entering Data

- Input data into Excel cells.
- Explore various data entry techniques and formatting options.

4. Managing Workbooks

- Save workbooks in different formats.
- Utilize AutoFill for quick data population.

5. Basic Formulas and Functions

- Introduction to basic mathematical and statistical functions.
- Learn how to use AutoSum to perform quick calculations.

6. Working with Worksheets

- Navigate between worksheets and manage them effectively.
- Use find and replace functions to locate and modify text.

7. Formatting and Customization

- Change Excel themes and apply date formatting.

8. Working with Rows and Columns

- Insert, delete, hide, and unhide rows and columns.

9. Data Management

- Introduction to logical functions and cell comments.

10. Introduction to Charts

- Understand charting terminology and create basic chart sheets.

ADVANCED EXCEL COURSE OUTCOMES:**1. Advanced Formulas and Functions**

- Explore more complex mathematical and statistical functions.
- Master the use of advanced date and text functions.

2. Data Management and Validation

- Utilize data validation techniques.
- Learn about worksheet and workbook protection.

3. Templates and Customization

- Create and customize Excel templates.

4. Advanced Data Analysis

- Work with financial references and perform advanced tasks.
- Implement absolute and mixed references.

5. Advanced Data Manipulation

- Use advanced paste special options.
- Link and embed data from other sources.

6. Data Visualization

- Create and format various chart types.
- Work with objects, shapes, and pictures.

7. Database Management

- Understand the concept of databases and their usage.
- Learn to design, create, and manage databases.

8. Querying and Reporting

- Build and run simple and multi-table queries.
- Create advanced reports with controls and calculated fields.

9. Advanced Data Sorting and Filtering

- Master sorting, filtering, and advanced filtering techniques.

10. Automation and Macros

- Create, run, and manage Excel macros.

11. Data Import and Export

- Import and export data from various sources.
- Work with XML to structure workbooks.

12. Collaboration and Error Handling

- Implement auditing tools, watch windows, and error handling.
- Collaborate by sharing workbooks and tracking changes.

13. Pivot Tables and What-If Analysis

- Build and format pivot tables.
- Use goal seek, solver, and scenarios for analysis.

14. Default Settings and Efficiency

- Customize default settings for a more efficient workflow.