

Common Course Outline
OFAD 256
Excel II: Advanced Spreadsheet Applications
3 Credits

The Community College of Baltimore County

Description

OFAD 256 – 3 credits – Excel II: Advanced Spreadsheet Applications teaches students how to use spreadsheets to present, organize, and evaluate data. Students learn to insert formulas and functions in spreadsheets to project outcomes that assist in decision making. Upon successful completion of OFAD 246 and OFAD 256, students will have learned the skill sets required to pass the Microsoft Office Specialist Excel certification exam.

3 Credits; 2 lecture hours, 2 laboratory hours

Prerequisite: OFAD 246 or permission of program coordinator

Overall Course Objectives

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

1. create a path in a spreadsheet to another data source using a hyperlink;
2. create and apply a workbook template;
3. track and compile scenario outcomes data;
4. automate spreadsheet tasks using macros;
5. backsolve a formula using the Goal Seek function;
6. display data trends in a worksheet using sparklines;
7. group and ungroup worksheet data;
8. share a workbook and track revisions;
9. create a data subset using a filter;
10. build one- and two-variable data tables;
11. summarize data using pivot tables;
12. project solutions to financial constraints using Excel Solver;
13. import and export XML data;
14. audit a worksheet;
15. analyze data using a statistical report; and
16. pass the Microsoft Office Specialist Excel certification practice exam.

Major Topics

- I. Presenting Data
 - A. Hyperlinks
 - B. Templates

- C. Pivot tables
- D. Data subsets
- E. Sparklines
- II. Organizing Data
 - A. Scenario summary report
 - B. Macros
 - C. Data tables
- III. Evaluating Data for Decision Making
 - A. Goal seek
 - B. What-If analysis
 - C. Future Value
 - D. Present Value
 - E. Excel Solver
 - F. Statistical report
- IV. Managing Formulas and Data
 - A. Formula error-checking tools
 - B. Manual calculation option
 - C. Grouping and outlining data
- V. Collaborating and Sharing Data
 - A. HTML format
 - B. XML format
- VI. Microsoft Office Specialist Excel Certification

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

Grading/exams

- At least three tests
- At least three integrated projects
- Electronic portfolio
- Final exam – Microsoft Office Specialist Excel Certification practice exam