



Excel  
Advanced

## Preparation for part of the Microsoft Office Specialist

(77-420) certification exam.

**Course Overview:** This course allows you to customize options and views to create a personalized environment. You can change how data displays by hiding/un-hiding rows and columns; enabling/disabling certain options; and changing the zoom level. You can also switch between specific default views and create custom views. This course will show you how to change defaults for creating new workbooks and personalize the Ribbon and Quick Access Toolbar. You will explore multiple features for organizing and managing data, including: sorting, filtering and grouping data. You will learn about various time-saving tools such as: converting text to columns and find and replace tools. Also covered is how to create data validation rules which can be applied to a cell or range of cells to restrict the data being entered? This course also introduces you to macros which allow you to automate repetitive tasks to make working in Excel easier.

**Prerequisite-** \* [Introduction to Windows](#) \* [Excel Basic](#) \* [Excel Intermediate](#)

### **Expected Learning Outcomes:**

Upon completion of the course, students are expected to be able to:

1. Modify the work environment and create custom views.
2. Customize the Ribbon and Quick Access Toolbar.
3. Manipulating Data
4. Describe ways in which to sort and filter data.
5. Data Search, Data Validation, and Macros
6. Apply and modify default settings.
7. Sequence the steps to create a validation rule.
8. Create and apply a macro.
9. Add and use advanced data validation

### **Lessons/Topics:**

Lesson 1: Customizing Options and Views in Excel This lesson covers the following topics:

10. Hide and show worksheet data and elements
11. Create a custom worksheet view
12. Change how worksheet windows display
13. Change default options for new workbooks
14. Personalize the ribbon and quick access toolbar

Lesson 2: Manipulating Data in Excel This lesson covers the following topics:

15. Sort data
16. Group data
17. Filter data

## 18. Convert text to columns

Lesson 3: Data Search, Data Validation, and Macros in Excel This lesson covers the following topics:

19. Edit workbook properties
20. Change the row height and column width
21. Find and replace data
22. Add basic data validation to a worksheet
23. Use advanced data validation
24. Run a macro
25. Create a macro

## What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1 year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
  - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
  - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
  - **Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
    - o Monday-Thursday 8am-11pm
    - o Friday 8am-6pm
    - o Saturday 11am-6pm
- **E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

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**CERT COACHING SESSION 866-700-3636**