



Norwalk Community College — Continuing Education & Workforce Development  
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## Microsoft Excel — Course Outline

Spring 2022

|                |                            |            |  |
|----------------|----------------------------|------------|--|
| CRN:           | 3955                       | Professor: | Rich Malloy  |
| Meeting times: | Tuesdays 6:00 pm – 9:00 pm | Cellphone: | 203-912-8268   |
| Dates:         | Feb 1 – Mar 8              | Email:     | <a href="mailto:RMalloy@Norwalk.edu">RMalloy@Norwalk.edu</a> |
| Room:          | Online via Zoom            | Website:   | <a href="http://bit.ly/ncc-excel">bit.ly/ncc-excel</a>       |

### Course Description:

Whether you are developing a household budget, analyzing portfolio returns, or calculating mortgage payments, Microsoft Excel 2016 is the tool for organizing, analyzing and reporting complex data! Excel's powerful analytical tools will enable you to build complex models,

analyze scenarios, and solve problems with ease. Students create and format spreadsheets, create and edit formulas, create charts. Advanced features, such as scenario building, goal seeking and pivot tables are introduced, along with many of Excel's powerful built-in functions.

### 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 IF Function  
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: SUMIF, SUMIFS, 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  
Three-Dimensional Ranges  
Naming Ranges  
Hyperlinks  
Printing Multiple Sheets

### Day 5: Pivot Tables and Collaboration

Projects: Salary Analysis, Invoice  
Powerful Pivot Tables  
Pivot Charts  
Comments: Inserting, Editing, Deleting  
Pictures, Shapes, and Text Boxes  
Protecting a Worksheet

### Day 6: VLOOKUP and Auditing

Projects: Investment Forecast  
The Amazing VLOOKUP Function  
Customizing the Quick Access Toolbar  
Checking Formulas  
Review  
*Optional:*  
Scenarios  
Goal Seek