








>> Course Overview

This course introduces students to the world of Microsoft Excel. Students will get an insight into the use of the product within the business setting. Over 8 modules, students will learn everything from absolute basics like navigating Microsoft Excel to performing complex tasks like formulas and functions. This course prepares students for the Microsoft Office Associate Microsoft Excel Certification.

>> Course Outline by Module

Module 1	Introduction to Microsoft Excel
Module 2	Managing Workbooks and Worksheets Part I
Module 3	Managing Workbooks and Worksheets Part II
Module 4	Managing Data Cells and Ranges Part I
Module 5	Managing Data Cells and Ranges Part II
Module 6	Managing Tables and Table Data
Module 7	Performing Operations by using Formulas and Functions
Module 8	Managing Charts

>> Course Elements

-  Video Instruction
-  Interactives
-  Reading
-  Projects
-  Reflections
-  Concept Checks
-  Quizzes and Exams



>> Instructional Components

Pointful Education Courses are structured in a consistent, research-based format utilizing multiple pedagogical concepts such as Understanding by Design, Growth Mindset, and Video and Project-based learning. Through the use of these pedagogical concepts, Pointful Education maintains a consistent and engaging course structure that supports student-centered learning.

>> Course Materials

This course requires specific external software. The purpose is to provide students with hands-on learning opportunities in which they gain experience working with the software related to the course. This will ensure students have the necessary experience and task-based practice required for success on the certification exam. Course Materials: Microsoft 365.