COURSE SYLLABUS

Excel Summer Bootcamp Live Online (High School)

In this live online summer class for high schoolers, you'll become proficient in Microsoft Excel. Learn functions, formulas, Pivot Tables, macros, and time-saving techniques to prepare for college courses or internships.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nextgenbootcamp.com/classes/excel-summer-bootcamp-online



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Course Outline

Introduction

Interface

Provides a brief description of the user interface for Microsoft Excel

Worksheets

Manage elements of worksheets

Data Entry

Examines and describes multiple means of entering data

Rows & Columns

Insert, delete, hide, and group rows and columns

Formulas

Autofill

Explores Excel's amazing ability to predict and extrapolate patterns

Calculations

Perform mathematical expressions and review the Order of Operations rule

AutoSum Functions

Review the five key functions: Sum, Average, Max, Min, and Count Numbers

Absolute Reference

Changing a cell reference into a constant, which is necessary for certain calculations

True or False

Tests to see whether criteria is true/false

Text Functions

Introduces functions used to modify text in Excel

Multi-Input Functions

More advanced functions that require more than one input

Formatting

Formatting

The addition of effects to an Excel document to provide visual instruction

Cell Styles

Apply consistent formatting to specific types of cells or values

Conditional Formatting

Apply a predetermined format based on specified rules

Charts & Tables

Tables

Explore the special functionality created when data is converted to a Table

Column Chart

Create a Column chart to visually examine data

Line Chart

Create a Line chart and Sparklines to visually examine data

Pie Chart

Create a Pie chart to visually examine data

Workbook Management

Freeze Panes

Enable a portion of the screen to stay visible at all times

Printing

Rules and strategies to make printing easy

Windows

Change how your worksheet displays data

Templates

Use prefabricated templates to build a spreadsheet

Excel Tricks

Fundamental keyboard shortcuts and other Excel tricks

End of Class Projects

Projects

End of class projects to review key concepts from the class

Worksheet Management

Navigation

Keyboard shortcuts that facilitate quick and easy navigation within cells

Formula Review

Review various methods for completing calculations

Working with Text

Splitting Text

Use Text to Columns to split text into multiple cells

Joining Text

Join text from separate cells

Cell Ranges

Paste Special

Apply formats and perform calculations on selected cells

Paste Special Values

Hardcode the answer to a formula or function

Named Ranges

Assign a name to a range of cells to make it easier to reference those ranges in calculations

Database Functions

VLOOKUP & XLOOKUP

Use VLOOKUP and XLOOKUP to find information in a cell range and return information from another cell range

Sort & Filter

Use Sort & Filter to find and organize data in large databases

Pivot Tables

Pivot Tables

Create Pivot Tables to quickly summarize large databases

Pivot Tables & Grouping

Group within Pivot Tables

Multiple Pivot Tables

Create multiple Pivot Tables on a single worksheet

Logical Functions

IF statements

Use IF statements to return output based on the contents of another cell

AND, OR

Tests to see whether multiple conditions are true

Math Functions

SUBTOTAL

Use SUBTOTAL function to sum/average/count values based on what is not filtered

Statistical Functions

SUMIFS

Use SUMIFS function to sum cells based on one or more conditions

COUNTIFS

Use COUNTIFS function to count cells based on one or more conditions

Improve Data Quality

Data Validation

Restrict the type of data that can be allowed in a cell

Remove Duplicates

Eliminate duplicate row data

Advanced Charts

Combo Charts

Combine two or more charts into a single chart, with the option of adding a secondary axis

End of Class Project

Project

End of class project to review key concepts from the class

Advanced Navigation

Advanced Navigation

Advanced navigation techniques

Fill Review

Review of Autofill conventions and techniques

Cell Management

Advanced Cell Locking

Create powerful formulas by locking either the column or the row

Hot Keys

Transform the ribbon into a visual listing of pre-assigned shortcuts

Cell Auditing

Observe the relationship between formulas and cells

Go To Special

Quickly select cells that meet certain criteria

Special Formatting

Conditional Formatting-Formulas

Create custom rules for Conditional Formatting with formulas

Date Functions

Calculate dates with a variety of functions

Custom Number Formats

Customize number formats to meet specific requirements

Advanced Functions

Nested IF statements

Nested "IF" statements allow for more than just two possibilities in a single cell

IF statements with AND/OR

Expand the functionality of the IF function by adding AND / OR criteria

What If Analysis

Goal Seek

Find the desired result by adjusting an input value

Data Tables

Data Tables show the range of effects of one or two different variables on a formula

Advanced Analytical Tools

Calculation Options

Minimize volatility by changing calculation options

Conditional SumProduct

Use SumProduct with conditions to exclude data that does not meet certain criteria

Pivot Table-Base Fields & Sets

Analyze data in a Pivot Table with increased granularity by defining base fields and sets

Pivot Table-Calculations

Create calculated rows or columns in a Pivot Table that go beyond the source data

Pivot Charts

Create dynamic, graphical representations of Pivot Table data

Advanced Database Functions

XMATCH function

Return the relative position (column or row number) of a lookup value

INDEX-MATCH

Efficiently return a value or reference from a cell at the intersection of the row and column

INDEX-Double MATCH

Use a second Match function to create a powerful, two-way lookup tool

Introduction to Macros

Recording Macros

Record macros that involve formatting and calculations

Dynamic Arrays

Dynamic Arrays

Use formulas that can return arrays of variable size

End of Class Projects

Projects

End of class project to review key concepts from the class