uCertify

Course Outline

Microsoft Excel 2021 Intermediate

08 May 2024

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1. Course Objective

Gain the skills required to work in Excel 2021 with the Microsoft Excel 2021 Intermediate course and lab. This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2021: Part 1 course and will help start you to create advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. After taking this course, you will be able to analyze massive amounts of data, extract actionable information from it, and present that information to decision-makers.

2. Pre-Assessment

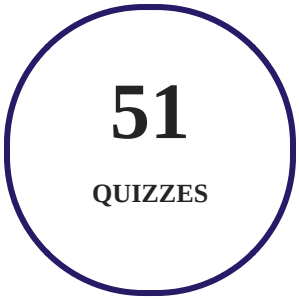
Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

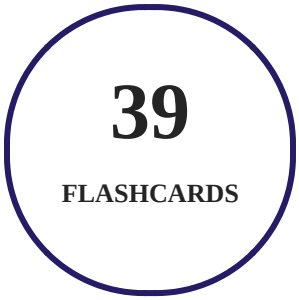
4. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



5. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



6. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been

recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution
    2. Best Virtual Learning Solution
    3. Best Student Assessment Solution
    4. Best Postsecondary Learning Solution
    5. Best Career and Workforce Readiness Solution
    6. Best Instructional Solution in Other Curriculum Areas
    7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform

2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- **2019**
  1. Best Virtual Learning Solution
  2. Best Content Authoring Development or Curation Solution
  3. Best Higher Education Learning Management Solution (LMS)

- **2020**
  1. Best College and Career Readiness Solution
  2. Best Cross-Curricular Solution
  3. Best Virtual Learning Solution

11. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: About This Course

- Course Description

Chapter 2: Working with Functions

- Topic A: Work with Ranges
- Topic B: Use Specialized Functions
- Topic C: Work with Logical Functions
- Topic D: Work with Date and Time Functions
- Topic E: Work with Text Functions

Chapter 3: Working with Lists

- Topic A: Sort Data
- Topic B: Filter Data
- Topic C: Query Data with Database Functions
- Topic D: Outline and Subtotal Data

Chapter 4: Analyzing Data

- Topic A: Create and Modify Tables
- Topic B: Apply Intermediate Conditional Formatting
- Topic C: Apply Advanced Conditional Formatting

Chapter 5: Visualizing Data with Charts

- Topic A: Create Charts

- Topic B: Modify and Format Charts
- Topic C: Use Advanced Chart Features

Chapter 6: Using PivotTables and PivotCharts

- Topic A: Create a PivotTable
- Topic B: Analyze PivotTable Data
- Topic C: Present Data with PivotCharts
- Topic D: Filter Data by Using Timelines and Slicers

Chapter 7: Appendix A: Microsoft® Excel® 2021 Common Keyboard Shortcuts

Chapter 8: Appendix B: Financial Functions

Chapter 9: Appendix C: Working with Graphical Objects

- Topic A: Insert Graphical Objects
- Topic B: Modify Graphical Objects
- Topic C: Work with SmartArt

12. Practice Test

Here's what you get

20	16
PRE-ASSESSMENTS QUESTIONS	POST-ASSESSMENTS QUESTIONS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

13. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Working with Functions

- Creating Named Ranges
- Editing Range Names
- Using an Existing Range in a Function
- Using the Formula AutoComplete Method to Enter Range Names
- Using the TODAY Function
- Calculating the Years of Service for Each Employee
- Adding the Arguments for the IF Portion of the Nested Function
- Calculating the 1 Percent Goal Bonus for Employees
- Using the NETWORKDAYS Function
- Extracting the Building Code from the Combined Field
- Extracting the Floor Code from the Combined Field
- Concatenating the Names in a Single Field

Working with Lists

- Filtering the Data for all Employees
- Creating a Custom Filter
- Using Database Functions

Analyzing Data

- Converting the Data into a Table
- Applying a Quick Style to a Table
- Adding New Entries to a Table

Visualizing Data with Charts

- Creating a Clustered Column Chart
- Changing the Labels of the Line Chart

- Changing the Chart Type
- Creating the Combo Chart
- Adding the Trendline
- Saving a Chart as a Template

Using PivotTables and PivotCharts

- Adding Fields to the PivotTable
- Building the PivotTable Report
- Sorting the Values
- Modifying the Formatting of the PivotTable Report
- Modifying the PivotTable Report
- Inserting a Timeline

Here's what you get

30	46	48
LIVE LABS	VIDEO TUTORIALS	MINUTES

14. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.