Excel/ Google Sheets Summer
Professional Development 2019

This course is for anyone who wants to learn how to do more with spreadsheets. Participants are encouraged to bring their own projects, but sample files and projects will be available during the workshop. All tasks can be completed in either Excel or Google Sheets, and it will be up to the participants to choose an application. Each day of the workshop will focus on 3-4 of the topics listed below. Sign up in JPLS: course number 101427.

Section 1: Beginners
This course is appropriate for those who are not comfortable with how to read/work with spreadsheet data, but are comfortable creating and saving files on their computer. Covers topics 1-4.
Excel/ Google Sheets: Beginner Level
Facilitated by Brooke Anderson, Evaluation Dept
Option 1: Monday, June 17, 9 AM to 3:30 PM (DO 129)
Option 2: Monday, July 29, 9 AM to 3:30 PM (PDC 101)

Section 2: Intermediate
This course is appropriate for those who are comfortable using spreadsheets, but would like to learn efficient shortcuts and more features in reviewing and presenting data. Reviews some tips from topics 1-4, but focuses on topics 5-8.
Option 1: Tuesday, June 18, 9 AM to 3:30 PM (DO 129)
Option 2: Tuesday, July 30, 9 AM to 3:30 PM (PDC 101)

Section 3: Advanced - Excel only
This course is appropriate for those who regularly create their own spreadsheets, but would like to try out some advanced, even hidden, features. Reviews some tips from topics 1-8, but focuses on topics 9-12.
Option 1: Wednesday, June 19, 9 AM to 3:30 PM (DO 129)
Option 2: Wednesday, July 31, 9 AM to 3:30 PM (PDC 101)

Topics:

Topic 1: Spreadsheet fundamentals
Exploring the Excel interface
Entering and editing cell data
Cell references
Creating formulas
Using Auto Fill
Displaying cell formulas

Topic 2: Workbook fundamentals
Managing worksheets
Managing columns and rows
Selecting, moving, copy, and pasting data

Topic 3: Printing and formatting
Applying alignment and font options
Applying number formats
Using conditional formatting
Selecting page setup options
Previewing and printing a worksheet

Topic 4: Basic Functions
Using relative, absolute, and mixed cell references in formulas
Correcting circular references
Inserting a function
Inserting basic math and statistics functions
Using date functions

Topic 5: Charts and Visuals 1
Selecting the data source
Choosing a chart type
Moving, sizing, and printing a chart
Adding/Removing chart elements
Formatting chart elements
Modifying the data source

Topic 6: Managing Large Datasets
Conditional formatting review / managing formatting rules
Sparklines
Freezing rows and columns
Sorting and filtering
Printing large datasets

Topic 7: Using Tables
Designing and creating tables
Applying a table style
Sorting and filtering a table
Using the total row in a table

Topic 8: Logical Functions
Function syntax: arguments, ranges, and criteria
Determining results with the IF function

Topic 9: Pivot Charts and Tables
Designing and creating Pivot tables
Applying a table style
Sorting and filtering a table
Using the total row in a table

Topic 10: Nested Functions
Function syntax: arguments, ranges, and criteria
Determining results with the IF function
Using AND and OR to nest functions

Topic 11: Lookup Functions
Creating named ranges
Managing range names
Labeling data with the VLOOKUP function
Matching datasets with the VLOOKUP function

Topic 12: Data Analysis
Enable add-on data analysis features
Conduct correlation analysis
Create a histogram
Conduct regression analysis