

<b>CLASS NUMBER AND NAME:</b>	<b>CM320B—EXCEL CERTIFICATION PREPARATION</b>
<b>TOTAL CLOCK HOURS:</b>	25 Hours/1 Unit
<b>PREREQUISITE:</b>	CM310C—Post-Advanced Office: Word and Excel or CM166C—Advanced Excel
<b>TEXT AND MATERIALS:</b>	SimNet software, McGraw Hill Publishers, New York, NY
<b>CLASS DESCRIPTION:</b>	This class utilizes software training and practice tests for certification preparation for Excel. Microsoft certification testing is included in this class.
<b>CLASS OBJECTIVES:</b>	The student will review the concepts and techniques learned in Microsoft Excel to obtain Microsoft certification.
<b>CLASS FORMAT OVERVIEW:</b>	This class is a lab. Lab time is spent using practice software and testing to prepare for certification.
<b>REQUIREMENTS:</b>	Students are required to maintain a minimum of 80 percent attendance and complete lessons and exams.
<b>TESTING:</b>	The final for this class will be the Microsoft certification test for Excel administered by the Empire College testing site.
<b>GRADING POLICIES:</b>	Grades will be based on completing all assignments on the class schedule on time.
<b>FINAL GRADE:</b>	This is a Pass or Fail class. To pass the class the student must complete all assignments on time as listed on the schedule with 80% or better attendance.  No Incomplete grades will be issued for this course.
<b>ANTICIPATED LEARNING OUTCOMES:</b>	Upon completing this class, the student will: <ol style="list-style-type: none"><li>1. Have practiced Excel concepts utilizing software and training to review the concepts learned in the beginning, advanced, and post-advanced Excel courses.</li><li>2. Utilize the Excel textbooks and SimNet software to review the concepts required to pass the Microsoft Excel Certification exam.</li><li>3. Become prepared to receive Microsoft certification in Excel.</li></ol>

# Instructions

- Since the program is on the Internet, you may work on this at home and do not need a copy of Excel on your computer. Go to [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com). Log into the CM320B class, Excel Certification Preparation. Use your login from the CM166A, Beginning Excel classes.
- Each SimNet Microsoft Office application features a Lesson that includes TeachMe... ShowMe...LetMeTry. Complete all Let Me Try Lessons at the 95 percent or above level.
- After the completion of each lesson at the 95 percent level or above, the Lesson Exams are timed and present a smaller, randomized selection of questions. These must also receive a 95 percent or better score.

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## NOTES — PLEASE READ CAREFULLY

1. **TRACK YOUR PROGRESS EACH DAY.**
2. **USE Teach Me...Show Me...Let Me Try until you fully understand the concepts for each section.**
3. **VERY IMPORTANT:** Do not run through the assignments to get the class completed. If you do, you will probably not pass your certification exam. Use this time, your books, and this program to KNOW Excel and use the features that are available. This will help you once you are looking for employment. Anyone can just move through the assignments to get them done. Take the time to understand and know what you are doing and use every feature available to you in the program. It will really help you in your future and the career that you hope to begin once you graduate Empire College.

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### Lessons, Exams, and MOS testing

<b>Lessons</b>	The lessons are not timed. The TeachMe...ShowMe...Let Me Try...software offers hints and step-by-step instructions to help you learn the concepts featured in the certification exam. You must receive a 95 percent score or better on the Let Me Try portion of each lesson.
<b>Exams</b>	The Lesson Exam is timed and presents a smaller, randomized selection of questions. Your score to pass the class must be 95 percent or better for each lesson exam.
<b>Answering Questions</b>	Make sure that you have mastered the lesson Let Me Try...objectives before attempting the lesson exam. All concepts on the exam are covered in the lesson portion of the software.
<b>Lesson and Exam Results</b>	Check your progress on a regular basis as you work on the assignments.
<b>MOS Certification Testing</b>	When you have completed all of the lessons and exams and have a thorough understanding of the concepts covered on the test, let your computer lab instructor know you are ready to schedule your MOS exam. <ol style="list-style-type: none"><li>1. Schedule your exam with Michaela DeBiase in the Prometric testing center located on the second floor near the back stairs. <b>The test will take longer than one class period.</b></li><li>2. Go to the bookstore to receive a voucher.</li><li>3. Remember to take two forms of identification with you on your scheduled appointment.</li><li>4. Submit a copy of your tests results with an assignment cover sheet.</li></ol>

## Excel Certification Preparation Weekly Schedule

This class is designed to prepare the student for Excel Microsoft certification. Please read all instructions before beginning the program.

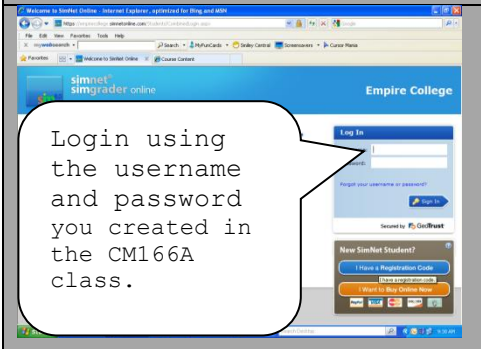
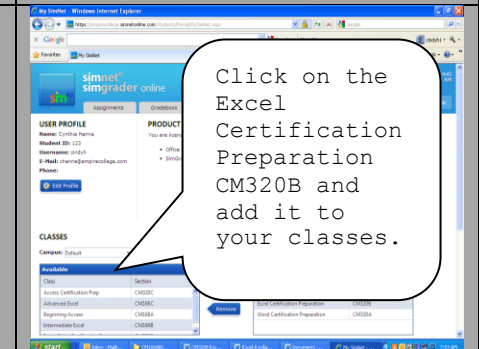
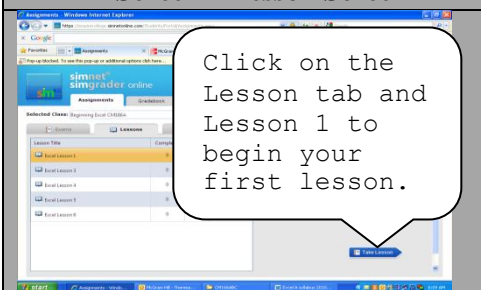
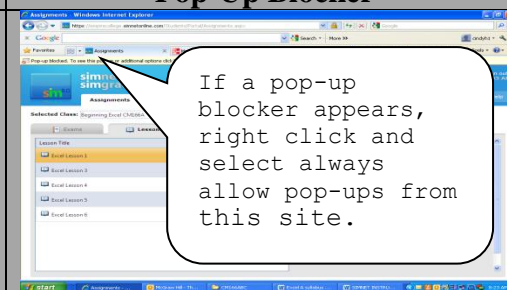
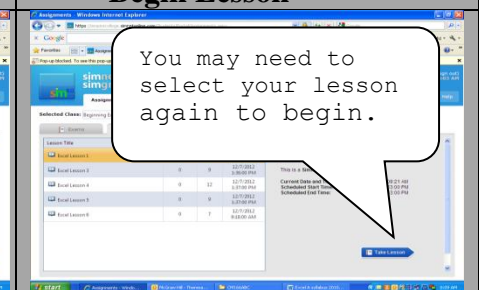
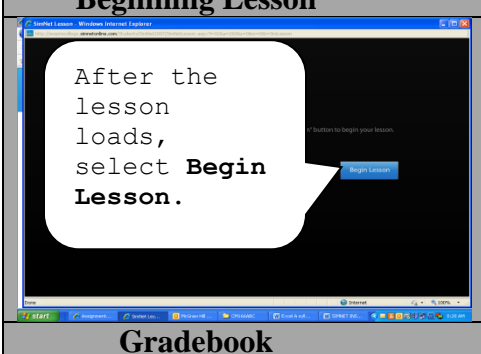
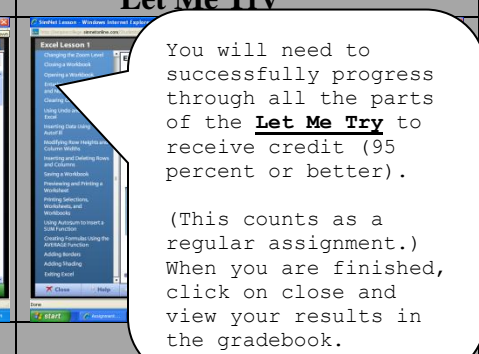
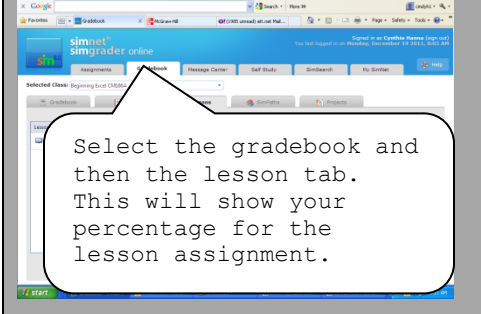
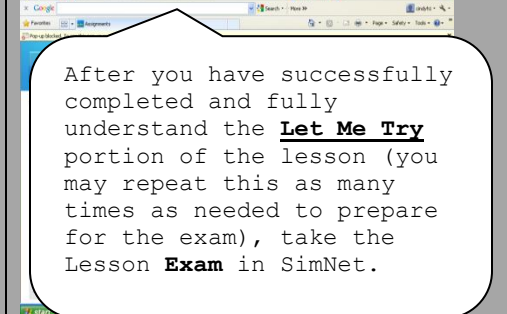
		<b>Complete</b>	
<b>Week One</b>	<p>Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives. The objectives are also included in this syllabus.</p> <p><a href="http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-882&amp;Locale=en-us#tab2">http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-882&amp;Locale=en-us#tab2</a></p>	<p><b>Assignment 1</b></p> <p>Complete the <b>Lessons</b> and <b>Exams</b> for 1 and 2 with a 95% or better score.</p>	
<b>Week Two</b>	<p>Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives.</p>	<p><b>Assignment 2</b></p> <p>Complete the 3 and 4 lessons and exams with a 95% or better score.</p>	
<b>Week Three</b>	<p>Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives.</p>	<p><b>Assignment 3</b></p> <p>Complete the 5 and 6 lessons and exams with a 95% or better score.</p>	
<b>Week Four</b>	<p>Use the SimNet software for Excel. Use your books to research and study the concepts</p> <p>Schedule and take the Microsoft Excel exam after you have successfully completed the lessons and exams with at least 95 percent accuracy, have studied your textbooks, and have a thorough understanding of all the exam objectives listed in this syllabus.</p>	<p><b>Assignment 4</b></p> <p>Complete the 7 and 8 lessons and exams with a 95% or better score. Prepare and study for the exam. Go to the bookstore to purchase an exam voucher and schedule your exam.</p>	
<b>Week Five</b>	<p>Use the SimNet software for Excel and your books to research and study the concepts. Use the Office books to research questions and study for the Microsoft certification exam.</p> <p>Take and pass the Microsoft certification exam. Please take a copy of your test results or certificate to your instructor to submit for grading. You will not receive a grade for the class unless a copy is on file.</p> <p>Schedule your exam with Michaela DeBiase in the testing center located on the second floor near the back stairs. <b>The test will take longer than one class period.</b> Go to the bookstore to receive a voucher.</p> <p>Remember to take two forms of identification with you on your scheduled appointment.</p> <p><b><u>Submit a copy of your tests results with an assignment cover sheet. You will not receive a grade without it.</u></b></p>	<p><b>Assignment 5</b></p> <p>Schedule, take and pass the Microsoft Excel exam after you have successfully completed the lessons, have studied your textbooks, and have a thorough understanding of all the exam objectives listed in this syllabus.</p>	

# SIMNET INSTRUCTIONS

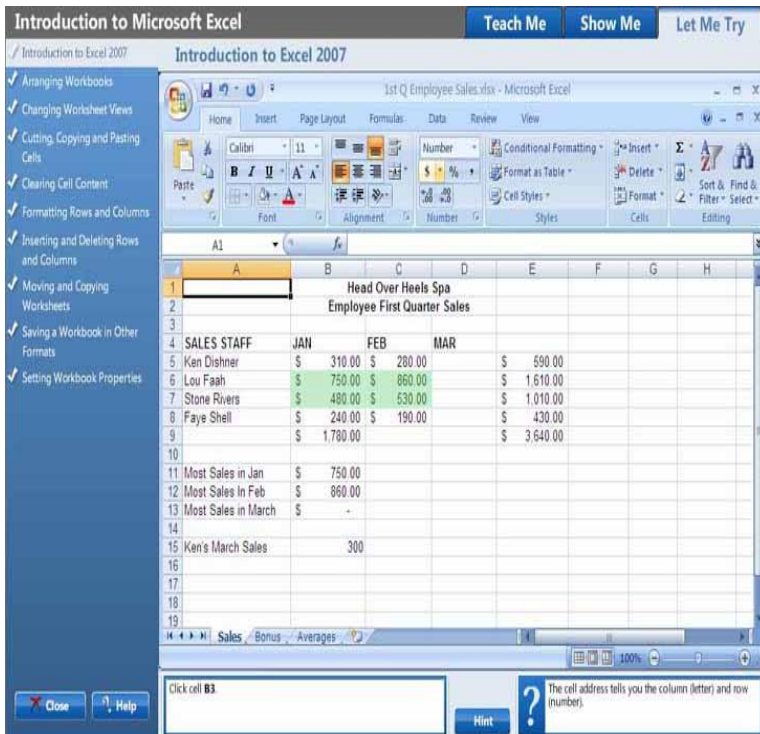
## CM320B—Excel Certification Prep

Open Internet Explorer and go to **empirecollege.simnetonline.com**. Use the login and password you created in the CM166A, Beginning Excel class.

**For online help:** <https://empirecollege.simnetonline.com/Help/StudentPortal/>

<p style="text-align: center;"><b>1<sup>st</sup> Screen</b></p>  <p>Login using the username and password you created in the CM166A class.</p>	<p style="text-align: center;"><b>Next→</b></p>  <p>Click on the My Simnet tab.</p>	<p style="text-align: center;"><b>Next→</b></p>  <p>Click on the Excel Certification Preparation CM320B and add it to your classes.</p>
<p style="text-align: center;"><b>1<sup>st</sup> Screen—Lesson Screen</b></p>  <p>Click on the Lesson tab and Lesson 1 to begin your first lesson.</p>	<p style="text-align: center;"><b>Pop-Up Blocker</b></p>  <p>If a pop-up blocker appears, right click and select always allow pop-ups from this site.</p>	<p style="text-align: center;"><b>Begin Lesson</b></p>  <p>You may need to select your lesson again to begin.</p>
<p style="text-align: center;"><b>Beginning Lesson</b></p>  <p>After the lesson loads, select <b>Begin Lesson</b>.</p>	<p style="text-align: center;"><b>Teach Me..Show Me..Let Me Try</b></p>  <p>The lessons are divided into tabs of <b>Teach Me..Show Me..Let Me Try</b>.</p>	<p style="text-align: center;"><b>Let Me Try</b></p>  <p>You will need to successfully progress through all the parts of the <b>Let Me Try</b> to receive credit (95 percent or better).  (This counts as a regular assignment.) When you are finished, click on close and view your results in the gradebook.</p>
<p style="text-align: center;"><b>Gradebook</b></p>  <p>Select the gradebook and then the lesson tab. This will show your percentage for the lesson assignment.</p>	<p style="text-align: center;"><b>Exams</b></p>  <p>After you have successfully completed and fully understand the <b>Let Me Try</b> portion of the lesson (you may repeat this as many times as needed to prepare for the exam), take the Lesson <b>Exam</b> in SimNet.</p>	<p>When you have completed all of the lessons and exams with 95 percent or better scores and fully understand the objectives listed in this syllabus, schedule your MOS exam.</p>

# Completing the Let Me Try Portion of a Lesson



In order for an assigned task to be marked as complete in your instructor's reports, you must complete all the steps in the Let Me Try portion of the task.

## The Teach Me and Show Me portions of the lesson are optional.

To complete the **Let Me Try** portion of a task:

1. Click a task in the lesson navigation menu on the left of the screen.

2. Click the **Let Me Try** tab.

3. Answer the question in the box on the bottom of your screen by completing the appropriate action in the simulated interface.

a. If you need help, click the **Hint** button.

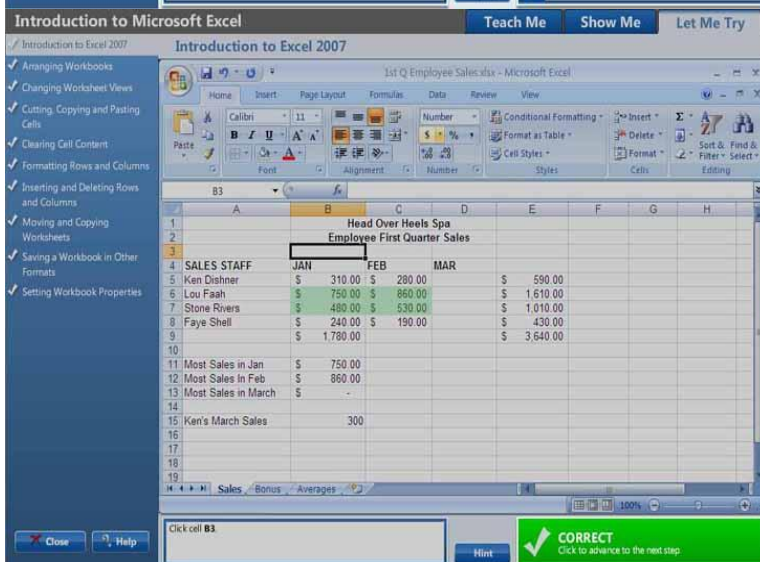
4. The program will tell you if your response was correct or incorrect.

a. If you answer correctly, click the box to the right of the question with a **Correct** checkmark that says **Click here to advance to the next step.**

5. Continue answering the question for each step

6. When you have completed the last step of the **Let Me Try**, click the green checkmark that says **You've completed this task** to close the exercise and return to the **Teach Me** tab.

7. A checkmark appears next to the task to show it has been completed. You should have a score of 95 percent or better in the gradebook.



To view a video on this topic go to

<https://empirecollege.simnetonline.com/Help/StudentPortal/Instructions.aspx?fileid=130>

Exam 77-882  
Microsoft® OfficeExcel® 2010 — Exam Objectives

**Skills Being Measured**This exam measures your ability to accomplish the technical tasks listed below.

**Managing the Worksheet Environment**

- Navigate through a worksheet.
  - This objective may include but is not limited to: Hot keys, name box
- Print a worksheet or workbook.
  - This objective may include but is not limited to: printing only selected worksheets, printing an entire workbook, constructing headers and footers, and applying printing options (scale, print titles, page setup, print area, gridlines)
- Personalize environment by using Backstage.
  - This objective may include but is not limited to: Manipulate the Quick Access Toolbar, manipulate the ribbon tabs and groups, manipulate Excel default settings, import data to Excel, import data from Excel, demonstrate how to manipulate workbook properties, manipulate workbook files and folders. apply different name and file formats for different uses by using save and save as features

**Creating Cell Data**

- Construct cell data.
  - This objective may include but is not limited to: using paste special (formats, formulas, values, preview icons, transpose rows and columns, operations, comments, validation, paste as a link), and cutting, moving, and select cell data
- Apply AutoFill.
  - This objective may include but is not limited to: Copy data using AutoFill, fill series using AutoFill, copy or preserve cell format with AutoFill, select from drop-down list
- Apply and manipulate hyperlinks.
  - This objective may include but is not limited to: Create a hyperlink in a cell, modify hyperlinks, modify hyperlinked-cell attributes, remove a hyperlink

**Formatting Cells and Worksheets**

- Apply and modify cell formats.
  - This objective may include but is not limited to: aligning cell content, applying a number format, wrapping text in a cell, and using Format Painter
- Merge or split cells.
  - This objective may include but is not limited to: using Merge & Center, Merge Across, Merge cells, and Unmerge Cells
- Create row and column titles.
  - This objective may include but is not limited to: Print row and column headings, print rows to repeat with titles, print columns to repeat with titles, configure titles to print only on odd or even pages, configure titles to skip the first worksheet page
- Hide and unhide rows and columns.
  - This objective may include but is not limited to: Hide a column, unhide a column, hide a series of columns, hide a row, unhide a row, hide a series of rows
- Manipulate Page Setup options for worksheets.

- This objective may include but is not limited to: Configure page orientation, manage page scaling, configure page margins, change header and footer size
- Create and apply cell styles.
  - This objective may include but is not limited to: Apply cell styles, construct new cell styles

### **Managing Worksheets and Workbooks**

- Create and format worksheets.
  - This objective may include but is not limited to: Insert worksheets, delete worksheets, copy, reposition, copy and move, rename, grouping, apply coloring to worksheet tabs, hiding worksheet tabs, unhiding worksheet tabs
- Manipulate window views.
  - This objective may include but is not limited to: splitting window views, arranging window views, and opening a new window with contents from the current worksheet
- Manipulate workbook views.
  - This objective may include but is not limited to: using Normal, Page Layout, and Page Break workbook views, and creating custom views

### **Applying Formulas and Functions**

- Create formulas.
  - This objective may include but is not limited to: Use basic operators, revise formulas
- Enforce precedence.
  - This objective may include but is not limited to: Order of evaluation, precedence using parentheses, precedence of operators for percent vs. exponentiation
- Apply cell references in formulas.
  - This objective may include but is not limited to: Relative, absolute
- Apply conditional logic in a formula.
  - This objective may include but is not limited to: Create a formula with values that match your conditions, edit defined conditions in a formula, use a series of conditional logic values in a formula
- Apply named ranges in formulas.
  - This objective may include but is not limited to: Define, edit and rename a named range
- Apply cell ranges in formulas.
  - This objective may include but is not limited to: Enter a cell range definition in the formula bar, define a cell range using the mouse, define a cell range using a keyboard shortcut

### **Presenting Data Visually**

- Create charts based on worksheet data.
- Apply and manipulate illustrations.
  - This objective may include but is not limited to: Clip Art, SmartArt, shapes, screenshots
- Create and modify images by using the Image Editor.
  - This objective may include but is not limited to: making corrections to an image (sharpen or soften an image, changing brightness and contrast), using picture color tools, and changing artistic effects on an image
- Apply Sparklines.
  - This objective may include but is not limited to: using Line, Column, and Win/Loss chart types,

creating a Sparkline chart, customizing a Sparkline, formatting a Sparkline, and showing or hiding data markers

### **Sharing worksheet data with other users**

- Share spreadsheets by using Backstage.
  - This objective may include but is not limited to: sending a worksheet via E-mail or Skydrive, changing the file type to a different version of Excel, and saving as PDF or XPS
- Manage comments.
  - This objective may include but is not limited to: inserting, viewing, editing, and deleting comments

### **Analyzing and Organizing Data**

- Filter data.
  - This objective may include but is not limited to: Define, apply, remove, search, filter lists using AutoFilter
- Sort data.
  - This objective may include but is not limited to: using sort options (values, font color, cell color)
- Apply conditional formatting.
  - This objective may include but is not limited to: Apply conditional formatting to cells, use the Rule Manager to Apply Conditional Formats, use the IF Function and Apply Conditional Formatting, icon sets, data bars, clear rules

<http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-882&Locale=en-us#tab2>

# CM320B — Excel Cert Prep

## Evening Schedule

<b>Evening Schedule</b>		
<b>6-Week</b>	<b>3-Week</b>	
<b>Week 1</b>	<b>Week 1</b>	<b>Week 1 Schedule</b>
<b>Week 2</b>		<b>Week 2 Schedule</b>
<b>Week 3</b>	<b>Week 2</b>	<b>Week 3 Schedule</b>
<b>Week 4</b>		<b>Week 4 Schedule</b>
<b>Week 5</b>	<b>Week 3</b>	<b>Week 5 Schedule</b>
<b>Week 6</b>		<b>Take Certification Exam</b>