

CLASS NUMBER AND NAME:	CMN320B—EXCEL CERTIFICATION PREPARATION-2013
TOTAL CLOCK HOURS:	24 Hours/1 Unit
PREREQUISITE:	CMN166C—Advanced Excel or concurrent enrollment and a student in the accounting program
TEXT AND MATERIALS:	GMetrix software access code and MOS certification testing voucher
CLASS DESCRIPTION:	This class utilizes software training and practice tests for certification preparation for Excel. Certification testing is included in this class.
CLASS OBJECTIVES:	The student will review the concepts and techniques learned in Microsoft Excel to obtain Microsoft certification.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent using practice software and testing to prepare for certification.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
ATTENDANCE:	This course is a lab class and attendance is required. Students are required to maintain a minimum of 80 percent attendance and complete all trainings and testings.
TESTING:	The final for this class will be the Microsoft certification test for Excel administered by the Empire College testing site.
GRADING POLICIES:	Grades will be based on completing all assignments on the class schedule on time.
FINAL GRADE:	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.
ANTICIPATED LEARNING OUTCOMES:	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.</li><li>2. Utilize the Excel textbooks and 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 but will need a copy of the correct version of the Office program on your computer.
- Each GMetrix Microsoft Office application features a Training with directions on how to perform each step if you need them.
- After the completion of each Training, the Testings are timed and present a smaller, randomized selection of questions. These must receive an 85 percent or better score. Complete them until you have reached this score.

---

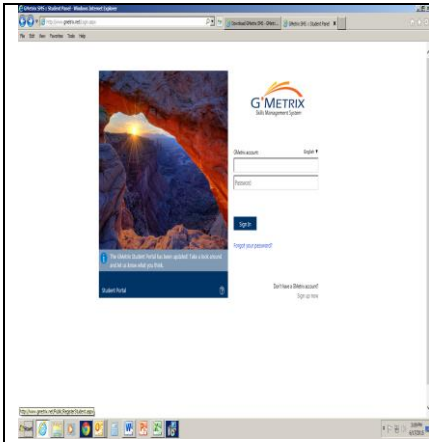
## NOTES — PLEASE READ CAREFULLY

1. **TRACK YOUR PROGRESS EACH DAY.**
2. **USE the training hints until you fully understand the concepts for each section.**
3. **VERY IMPORTANT:** Take notes for a thorough understanding of Excel. 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.

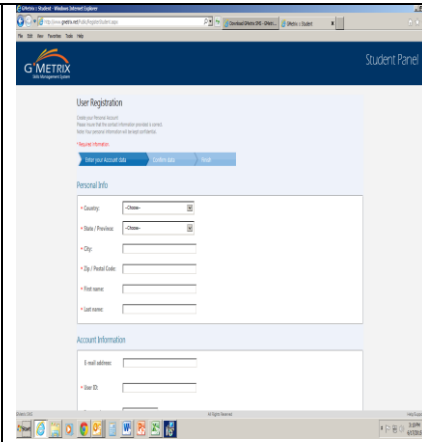
## Training, Testing, and MOS Certification Testing

<b>Trainings</b>	The trainings are not timed. Use the hint feature to help you learn the concepts featured in the certification exam. Repeat as many times as needed.
<b>Answering Questions</b>	Make sure that you have mastered the objectives before attempting the testing. All concepts on the tests are covered in the training portion of the software.
<b>Testing</b>	The Testings are timed and present a smaller, randomized selection of questions. Your score to pass the class must be 85 percent or better for each testing exam. <b>You may take the Test as many times as necessary to reach the minimum 85% score.</b>
<b>Progress</b>	Check your progress on a regular basis as you work on the assignments.
<b>MOS Certification Testing</b>	<ol style="list-style-type: none"><li>1. When you have completed all of the training and testing 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. Your instructor will email the bookstore verifying you are eligible to take an exam.</li><li>2. <b>Go to the bookstore to receive a voucher.</b></li><li>3. 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>4. Remember to take two forms of identification with you on your scheduled appointment.</li></ol>

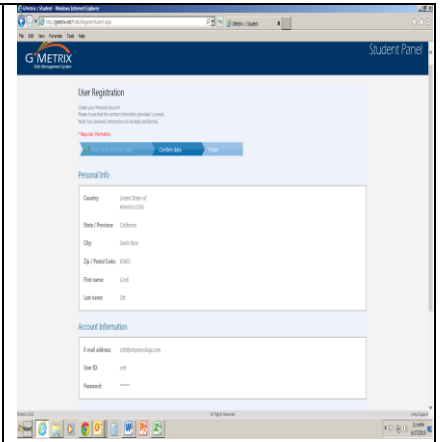
# CMN320B—Excel Certification GMetrix Instructions



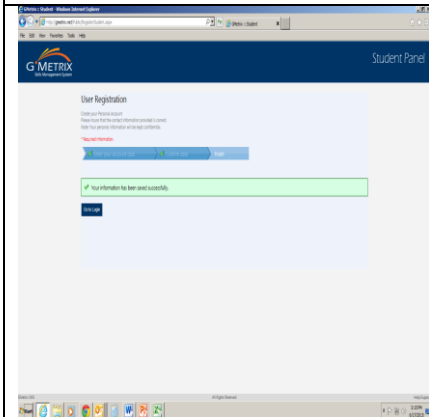
- Go to [www.gmetrix.net](http://www.gmetrix.net). Click on sign up now. Make sure your computer has the 2013 version of the software for this class.



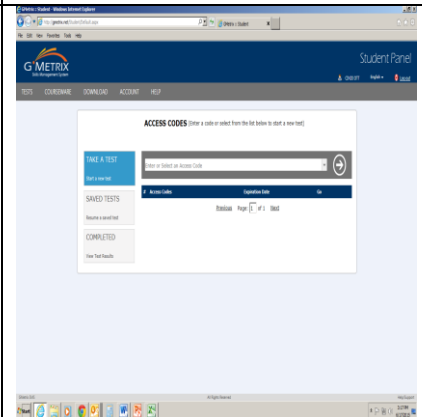
- Complete the registration form.



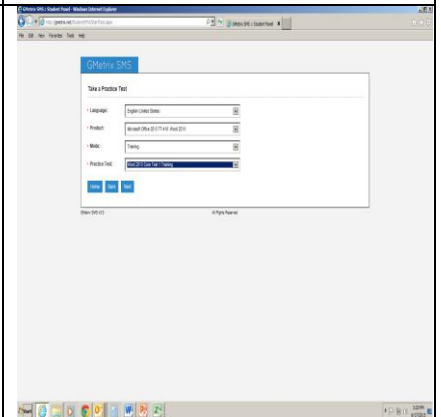
- Write down your username and password from the confirm data page.



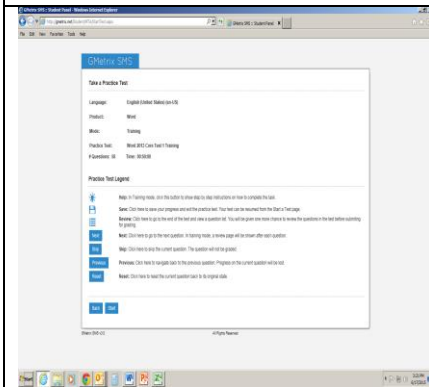
- When you see this page, click on Go to Login using the username and password you created.



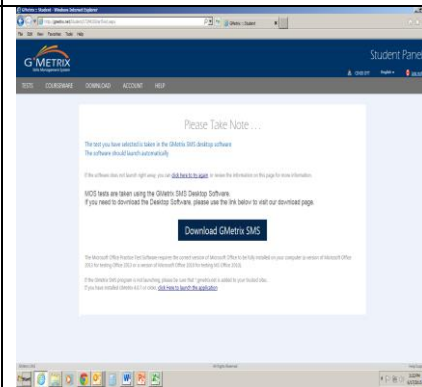
- Enter your access code



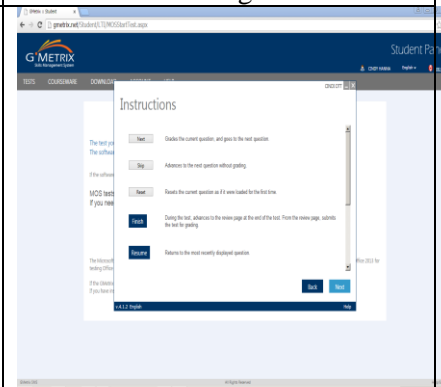
- Enter your Microsoft 2013 product (Word, Excel, PowerPoint, or Outlook) and the Training mode to select the first training listed.



- Read the instructions and follow the steps to proceed with your training.



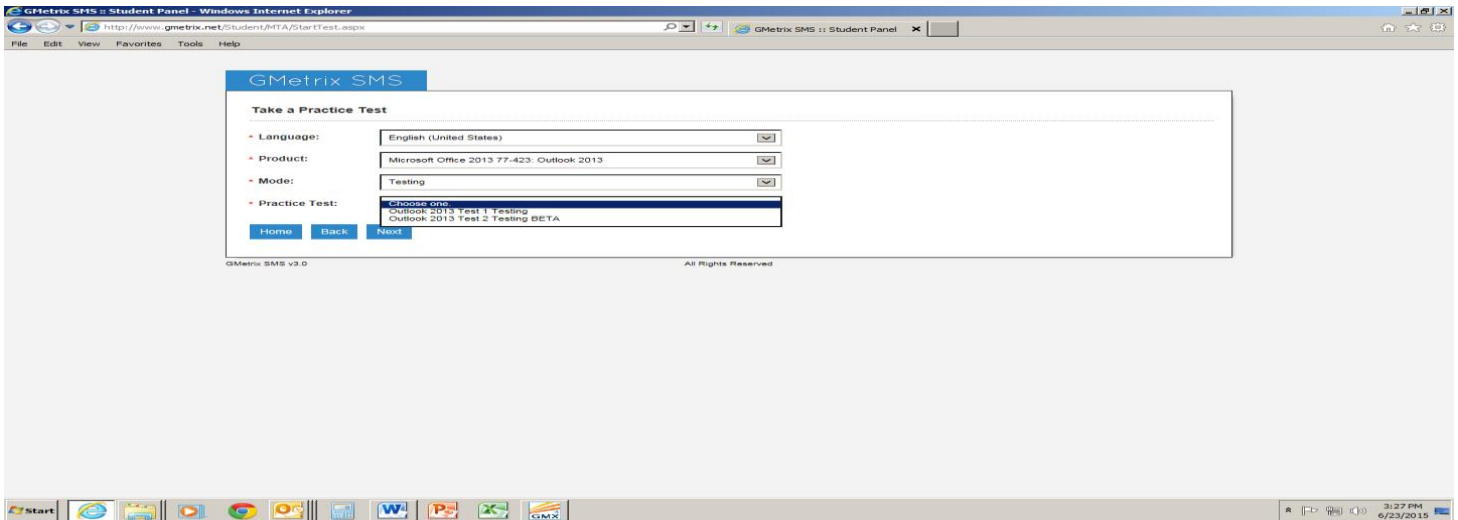
- If the software doesn't load automatically, please download it as requested.



- Please see your instructor if you need additional assistance.

# GETTING STARTED

- **Select your product and version** — Microsoft Office 2013 Word, Excel, PowerPoint or Outlook (2013 version)
- **Select your mode** — Training (or Testing after you have completed the Training)
- **Select your Training by Number** — Select Excel 2013 Core Skill Review1 Training to start
- Begin each assignment in training and follow it with the corresponding testing.



**When training, click on the lightbulb for step-by-step instructions.**

**Click on the lightbulb for step-by-step instructions**

Last Name	First Name	Position	ID	Job Knowledge	Reliability	Interpersonal
Able	Kane	Product Manager	64931	3	3	2
Barnard	Jacob	Customer Service Rep	61498	4	3	4
Berman	Stacey	Sales Associate	50432	4	4	4
Bluth	Michael	Sales Associate	42268	3	2	2
Certo	Nuccio	Marketing Director	12928	1	1	1
Davis	Pat	Receptionist	18978	5	3	4
Delmonte	Aaron	Receptionist	84062	3	3	3
Derrick	Lucia	Developer	54111	3	4	4
Easton	Susan	Customer Service Rep	75880	4	5	5
Feingold	Barbara	Customer Service Rep	44797	5	2	5
Festivus	Kramer	Developer	12729	2	2	4
Giles	James	Office Manager	72044	2	3	3
Hamilton	Stephanie	Developer	38257	4	4	5
Hanson	Karl	Marketing	54479	3	2	4
Hart	Kevin	Marketing	44642	3	3	3
Hickey	Dwight	Developer	17267	3	3	3
Holliday	Buddy	Sales Associate	23904	3	3	2
Huggins	Robert	Developer	39377	4	3	4
Lemuel	Laurence	Sales Associate	67841	4	4	4
Messerly	Susan	Customer Service Rep	33130	3	2	2
Moore	Robert	Marketing	14993	1	1	1
Nanson	Stuart	Developer	21721	5	3	4
Poznan	Carole	Quality Assurance Manager	19515	3	3	3
Rangel	Ivan	Receptionist	56464	3	4	4

1. Apply a **conditional formatting** to the values in columns E, F, and G. Apply a **yellow fill** to any cells with a value equal to 5.  
2. **Filter** the data so that only the people with the position **Developer** are displayed.

## Excel Certification Preparation Weekly Schedule

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

		<b>Complete</b>
<b>Week 1</b>	<p><b>Use the GMetrix software to complete the training and testing.</b> Use your books and online help 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="https://www.microsoft.com/learning/en-us/exam-77-420.aspx">https://www.microsoft.com/learning/en-us/exam-77-420.aspx</a></p>	<p style="text-align: center;"><b>Assignment 1</b></p> <ul style="list-style-type: none"> <li>• Complete Excel 2013 Core <b>Skill Review 1 Training</b> followed by the Excel 2013 Core <b>Practice Exam 1 Training</b>. The scores must be 85 percent or better.</li> </ul>
<b>Week 2</b>	<p><b>Use the GMetrix software to complete the training and testing.</b> Use your books and online help 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="https://www.microsoft.com/learning/en-us/exam-77-420.aspx">https://www.microsoft.com/learning/en-us/exam-77-420.aspx</a></p>	<p style="text-align: center;"><b>Assignment 2</b></p> <ul style="list-style-type: none"> <li>• Complete Excel 2013 Core <b>Skill Review 1 Testing</b> followed by the Excel 2013 Core <b>Practice Exam 1 Testing</b>.</li> <li>• The scores must be 85 percent or better.</li> </ul>
<b>Week 3</b>	<p><b>Use the GMetrix software to complete the training and testing.</b> Use your books and online help 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="https://www.microsoft.com/learning/en-us/exam-77-420.aspx">https://www.microsoft.com/learning/en-us/exam-77-420.aspx</a></p>	<p style="text-align: center;"><b>Assignment 3</b></p> <ul style="list-style-type: none"> <li>• Complete Excel 2013 Core <b>Skill Review 2 Training</b> followed by the Excel 2013 Core <b>Practice Exam 2 Training</b>.</li> <li>• The scores must be 85 percent or better.</li> </ul>
<b>Week 4</b>	<p><b>Use the GMetrix software to complete the training and testing.</b> Use your books and online help 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="https://www.microsoft.com/learning/en-us/exam-77-420.aspx">https://www.microsoft.com/learning/en-us/exam-77-420.aspx</a></p>	<p style="text-align: center;"><b>Assignment 4</b></p> <ul style="list-style-type: none"> <li>• Complete Excel 2013 Core <b>Skill Review 2 Testing</b> followed by the Excel 2013 Core <b>Practice Exam 2 Testing</b>.</li> <li>• The scores must be 85 percent or better.</li> </ul>
<b>Week 5</b>	<p><b>Use the GMetrix software to complete the training and testing.</b> Use your books and online help 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="https://www.microsoft.com/learning/en-us/exam-77-420.aspx">https://www.microsoft.com/learning/en-us/exam-77-420.aspx</a></p>	<p style="text-align: center;"><b>Assignment 5</b></p> <ul style="list-style-type: none"> <li>• Complete Excel 2013 Core <b>Skill Review 3 Training</b> followed by the Excel 2013 Core <b>Practice Exam 3 Training</b>.</li> </ul> <p style="text-align: center;">The scores must be 85 percent or better</p>

Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives. The objectives are also included in this syllabus.

<https://www.microsoft.com/learning/en-us/exam-77-420.aspx>

- **Print a copy of your GMetrix scores and give them to your instructor**

- **After your instructor verifies that you have successfully completed all of the assignments with the required scores, he or she will email the bookstore and cc you.**

- **Vouchers will not be issued without an email from an instructor.**

- You will need to register at Certiport.com as a test taker before the exam.
- Schedule your exam with Michaela DeBiase in the testing center located on the second floor near the back stairs.
- The test will take longer than one class period. (Remember to take two forms of identification with you on your scheduled appointment.)

<https://www.microsoft.com/learning/en-us/exam-77-420.aspx>

### Assignment 6

- Complete Excel 2013 Core **Skill Review 3 Testing** followed by the Excel 2013 Core **Practice Exam 3 Testing**.
- The scores must be 85 percent or better.

- **Complete all assignments with an 85 percent or better score.**

- **When you have successfully completed all of the assignments on this syllabus, print a copy of your scores and give them to your instructor. You must submit these scores before an email will be issued by your instructor for you to receive a testing voucher.**

- **These must be submitted to the grader in addition to your test score to receive a grade.**

**Prepare and study for the exam. After your instructor has emailed the bookstore, you may purchase an exam voucher and schedule your test.**

**Study for the certification exam and schedule the test.**

Take and pass the Microsoft certification exam. Please take a copy of your test results or certificate to your instructor to submit for grading.

**Make sure your instructor has a copy of your GMetrix scores.**

**You will not receive a voucher to schedule a test until the software scores are verified.**

**You will not receive a grade for the class until the MOS testing scores have been given to your instructor who will submit them with your GMetrix scores to the grader.**

### Assignment 7

Schedule, take, and pass the Microsoft Excel exam after you have successfully completed the assignments, have studied your textbooks, and have a thorough understanding of all the exam objectives listed in this syllabus.

**You will not receive a grade for the class until the MOS testing scores have been given to your instructor who will submit them with your GMetrix scores to the grader.**

# Excel 2013 — Exam 77-420

## Skills Measured

<https://www.microsoft.com/learning/en-us/exam-77-420.aspx>

This exam measures your ability to accomplish the technical tasks listed below.

**Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.**

[Show all](#)

### [Create and manage worksheets and workbooks](#)

- Create worksheets and workbooks
  - Creating new blank workbooks; creating new workbooks using templates; importing files; opening non-native files directly in Excel; adding worksheets to existing workbooks; copying and moving worksheets
- Navigate through worksheets and workbooks
  - Searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name Box
- Format worksheets and workbooks
  - Changing worksheet tab color; modifying page setup; inserting and deleting columns and rows; changing workbook themes; adjusting row height and column width; inserting watermarks; inserting headers and footers; setting data validation
- Customize options and views for worksheets and workbooks
  - Hiding worksheets; hiding columns and rows; customizing the Quick Access toolbar; customizing the Ribbon; managing macro security; changing workbook views; recording simple macros; adding values to workbook properties; using zoom; displaying formulas; freezing panes; assigning shortcut keys; splitting the window
- Configure worksheets and workbooks to print or save
  - Setting a print area; saving workbooks in alternate file formats; printing individual worksheets; setting print scaling; repeating headers and footers; maintaining backward compatibility; configuring workbooks to print; saving files to remote locations

#### Preparation resources

- [Basic tasks in Excel 2013](#)
- [Show or hide columns and rows](#)
- [Print a worksheet or workbook](#)

---

### [Create cells and ranges](#)

- Insert data in cells and ranges
  - Appending data to worksheets; finding and replacing data; copying and pasting data; using AutoFill tool; expanding data across columns; inserting and deleting cells
- Format cells and ranges
  - Merging cells; modifying cell alignment and indentation; changing font and font styles; using Format Painter; wrapping text within cells; applying Number format; applying highlighting; applying cell styles; changing text to WordArt
- Order and group cells and ranges
  - Applying conditional formatting; inserting sparklines; transposing columns and rows; creating named ranges; creating outline; collapsing groups of data in outlines; inserting subtotals

#### Preparation resources

- [Fill data automatically in worksheet cells](#)
  - [Wrap text in a cell](#)
  - [Transpose data from rows to columns or vice versa](#)
- 

### Create tables

- Create a table
  - Moving between tables and ranges; adding and removing cells within tables; defining titles
- Modify a table
  - Applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables
- Filter and sort a table
  - Filtering records; sorting data on multiple columns; changing sort order; removing duplicates

#### **Preparation resources**

- [Convert a table to a range](#)
  - [Filter data in an Excel table](#)
  - [Sort a table](#)
- 

### Apply formulas and functions

- Utilize cell ranges and references in formulas and functions
  - Utilizing references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas
- Summarize data with functions
  - Utilizing the SUM function; utilizing the MIN and MAX functions; utilizing the COUNT function; utilizing the AVERAGE function
- Utilize conditional logic in functions
  - Utilizing the SUMIF function; utilizing the AVERAGEIF function; utilizing the COUNTIF function
- Format and modify text with functions
  - Utilizing the RIGHT, LEFT and MID functions; utilizing the TRIM function; utilizing the UPPER and LOWER functions; utilizing the CONCATENATE function

#### **Preparation resources**

- [Use cell references in a formula](#)
  - [Video: COUNTIFS and SUMIFS](#)
  - [Excel functions \(by category\)](#)
- 

### Create charts and objects

- Create a chart
  - Creating charts and graphs; adding additional data series; switching between rows and columns in source data; using Quick Analysis
- Format a chart
  - Adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs
- Insert and format an object
  - Inserting text boxes; inserting SmartArt; inserting images; adding borders to objects; adding styles and effects to objects; changing object colors; modifying object properties; positioning objects

#### **Preparation resources**

- [Analyze your data instantly](#)
- [Format your chart](#)
- [Create an organization chart using SmartArt Graphics](#)



## Schedule of Assignments CMN320B

	Excel 2013 Core Skill Review 1 Training	
	Excel 2013 Core Practice Exam 1 Training	
	Excel 2013 Core Skill Review 1 Testing	
	Excel 2013 Core Practice Exam 1 Testing	
	Excel 2013 Core Skill Review 2 Training	
	Excel 2013 Core Practice Exam 2 Training	
	Excel 2013 Core Skill Review 2 Testing	
	Excel 2013 Core Practice Exam 2 Testing	
	Excel 2013 Core Skill Review 3 Training	
	Excel 2013 Core Practice Exam 3 Training	
	Excel 2013 Core Skill Review 3 Testing	
	Excel 2013 Core Practice Exam 3 Testing	
	<ul style="list-style-type: none"> <li>• A printout of the above trainings and testings must be submitted to the instructor who will verify the assignments have met the 85 percent or above passing rate.</li> <li>• The instructor will send an email to the bookstore and cc the student so the student will be eligible to purchase a MOS testing voucher.</li> <li>• The student's name and class name and number must be in the subject line.</li> <li>• To receive a grade for the class, the grader must receive the printout of the trainings and testings approved by the instructor and a copy of the MOS exam results.</li> <li>• Grades will not be posted without this information.</li> </ul>	