

Microsoft Excel – OCP-B

Course Objectives	Demonstrate ability to calculate data using formulas and functions Apply styles, functions and format to Excel charts Perform various Excel table functions
Competencies	17.01, 17.02, 17.03
Module Materials	Microsoft Office 2016, 1 st Course Microsoft Office 2016, 2 nd Course – Resource for taking the Microsoft Office Excel certification exam SAM 2016
Assignments	<u>Excel Tutorial 3</u> (EX131 – EX179) <ol style="list-style-type: none"> 1. Log into SAM 2. Select Activity List and complete the following: <ol style="list-style-type: none"> a. New Perspectives Excel 2016 Module 3: Textbook Project b. New Perspectives Excel 2016 Module 3: SAM Project 1a c. New Perspectives Excel 2016 Module 3: SAM Project 1b d. Excel 3 Training e. Excel 3 Exam
Assessment	Textbook Project – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts

Assignments	<u>Excel Tutorial 4</u> (EX187—EX250) <ol style="list-style-type: none"> 1. Log into SAM 2. Select Activity List and complete the following: <ol style="list-style-type: none"> a. New Perspectives Excel 2016 Module 4: Textbook Project b. New Perspectives Excel 2016 Module 4: SAM Project 1a c. New Perspectives Excel 2016 Module 4: SAM Project 1b d. Excel 4 Training e. Excel 4 Exam
Assessment	Textbook Project – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts

If you plan to take the MOS Certification Exam for Excel, you might want to go through the training and exam sections in SAM for Excel 5 and Excel 6.