

Microsoft Excel (Honors)

General Management Career Pathway (GMGT)

Prerequisite: None

Course Number: BM20



Course Goals

Students in the Microsoft Imagine Academy benefit from world-class Microsoft curriculum and cutting-edge software tools to tackle real-world challenges in the classroom environment. This class is designed to prepare students for successful completion of the Microsoft Office Specialist Excel Core and Excel Expert exams.

Course Description

Successful candidates for the Microsoft Office Specialist Excel certification exam will have a fundamental understanding of the Excel environment and the ability to complete tasks independently. They will know and demonstrate the correct application of the principle features of Excel. Candidates create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

Expert-level candidates for the Excel exam have an advanced understanding of the Excel environment and can guide others to the proper use of the program's features.

They create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations. They customize their Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules. Career possibilities may include accountants, financial analysts, data analysts, commercial bankers, and others.

Supplies Needed

- Composition Notebook
- Writing supplies (pens, pencils, markers)
- At least 2.0 GB USB/flash drive (optional)

