

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title:** Advanced Microsoft Excel I

**Prefix and Course Number:** CATT 238

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Learn and apply advanced Microsoft Excel I functions

**Course Outline:**

- I. Overview which includes:
  - A. Advanced concepts:
  - B. Templates
  - C. Multiple workbooks
  - D. Toolbars
  - E. Records
  - F. Run and edit macros
  - G. Explores skills required for the MOUS (Microsoft Officer User Specialist) certification examination