

Course Objectives/Course Outline
Spokane Community College

Course Title: Advanced Microsoft Excel II

Prefix and Course Number: CATT 239

Course Learning Outcomes:

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

This course is a continuation of CATT 238.

- Learn and apply advanced Microsoft Excel II functions

Course Outline:

- I. Overview which includes:
 - A. Advanced concepts:
 - B. Record, run and edit macros
 - C. Extract data
 - D. Apply data filters
 - E. Use Analysis tools
 - F. Collaborate in workgroups