uCertify

Course Outline

Microsoft Excel 2021 Expert

17 May 2024

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3. Exercises, Quizzes, Flashcards & Glossary

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4. Expert Instructor-Led Training

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8. Chapter & Lessons

   Syllabus

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   Chapter 2: Working with Multiple Worksheets and Workbooks

   Chapter 3: Sharing and Protecting Workbooks

   Chapter 4: Automating Workbook Functionality

   Chapter 5: Using Lookup Functions, Dynamic Arrays, and Formula Auditing

   Chapter 6: Forecasting Data

   Chapter 7: Creating Sparklines and Mapping Data

   Chapter 8: Appendix A: Microsoft® Excel® 2021 Common Keyboard Shortcuts

   Chapter 9: Appendix B: Cube Functions

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   Chapter 12: Appendix E: Working with Power Pivot

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   Chapter 14: Appendix G: Working with Forms and Controls

   Chapter 15: Appendix H: Using Array Formulas

   Videos and How To

9. Practice Test

   Here's what you get

1. 📖 Course Objective

Gain the skills required to work in Excel 2021 with the Microsoft Excel 2021 Expert course and lab. This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2021: Part 1 and Microsoft® Office Excel® 2021: Part 2 courses to help you get the most out of your Excel experience. After taking this course, you'll be able to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic and dynamic arrays to construct and apply elaborate formulas and functions.

2. 📋 Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. 🔗 Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.
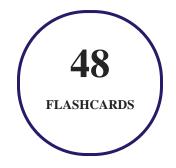
54

EXERCISES

4. ⏱ Quiz

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

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QUIZ

5. ⚡ flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

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FLASHCARDS

6. 📖 Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

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GLOSSARY OF TERMS

7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been

recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution
    2. Best Virtual Learning Solution
    3. Best Student Assessment Solution
    4. Best Postsecondary Learning Solution
    5. Best Career and Workforce Readiness Solution
    6. Best Instructional Solution in Other Curriculum Areas
    7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform

2. Best Instructional Solution in Other Curriculum Areas

3. Best Learning Relationship Management Solution

- **2019**

    1. Best Virtual Learning Solution

    2. Best Content Authoring Development or Curation Solution

    3. Best Higher Education Learning Management Solution (LMS)

- **2020**

    1. Best College and Career Readiness Solution

    2. Best Cross-Curricular Solution

    3. Best Virtual Learning Solution

11. ⚙ Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: About This Course

- Course Description

Chapter 2: Working with Multiple Worksheets and Workbooks

- Topic A: Use Links and External References

- Topic B: Use 3-D References

- Topic C: Consolidate Data

Chapter 3: Sharing and Protecting Workbooks

- Topic A: Collaborate on a Workbook

- Topic B: Protect Worksheets and Workbooks

Chapter 4: Automating Workbook Functionality

- Topic A: Apply Data Validation

- Topic B: Search for Invalid Data and Formulas with Errors

- Topic C: Work with Macros

Chapter 5: Using Lookup Functions, Dynamic Arrays, and Formula Auditing

- Topic A: Use Lookup Functions

- Topic B: Use Dynamic Arrays and Dynamic Array Functions

- Topic C: Trace Cells

- Topic D: Watch and Evaluate Formulas

Chapter 6: Forecasting Data

12. Practice Test

Here's what you get

<table>
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PRE-ASSESSMENTS QUESTIONS</td><td>10
POST-ASSESSMENTS QUESTIONS</td></tr>
</table>

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

13. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Working with Multiple Worksheets and Workbooks

- Creating Links
- Creating External Links
- Creating a 3-D Formula
- Consolidating Data

Sharing and Protecting Workbooks

- Fixing the Missing Alternative Text Error by Using the Accessibility Checker
- Exporting the Workbook in the PDF File Format
- Hiding the Worksheet
- Enabling Worksheet Protection
- Hiding the Formulas

Automating Workbook Functionality

- Enabling and Configuring the Settings for Data Validation
- Checking the Worksheet For Errors In Formulas
- Finding and Fixing Invalid Data Entries
- Saving the Workbook as a Macro-Enabled Workbook

Using Lookup Functions, Dynamic Arrays, and Formula Auditing

- Using the HLOOKUP Function
- Using the INDEX Function
- Using the MATCH Function
- Using the FILTER Function
- Using the SEQUENCE Function
- Using the SORT Function
- Using the LET Function
- Using the XLOOKUP Function
- Using the TRANSPOSE Function
- Using the VLOOKUP Function
- Using the UNIQUE Function
- Using the XMATCH Function

Forecasting Data

- Creating a Two-Variable Data Table
- Creating a Forecast Sheet

Creating Sparklines and Mapping Data

- Creating Sparklines

Here's what you get

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LIVE LABS	**VIDEO TUTORIALS**	**MINUTES**

14. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

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