WAYNE STATE
UNIVERSITY
HUMAN RESOURCES

BASIC TO INTERMEDIATE EXCEL 2010

ELEARNING COURSE NAME
Basic to Intermediate Excel 2010

ELEARNING PROGRAM DESCRIPTION
This learning program is designed for Human Resource Personnel with basic computer literacy who wish to improve their familiarity with Microsoft Excel and are seeking skills to improve overall productivity in their daily tasks.

COURSE LENGTH
Self-paced (approximately 7 hours)

COURSE STRUCTURE
This course is a self-paced learning program and is completely online. Completing this learning program consists of reviewing and/or completing electronic learning resources provided by Accelerate Employee Development Tools (AEDT). To access your eLearning follow these steps:

> Step 1: Logon to Pipeline with your Access ID and password
> Step 2: Click the Employee tab if necessary
> Step 3: Click the Accelerate icon on the right side of the screen
> Step 4: Click the My Plan tab on the left side of the screen

COURSE SCHEDULE
Although this is a self-paced learning program we recommend the following timeline. For best results, the eLearning should be completed in the order they are listed below.

Learning Event	Topic(s)
Course 1	Moving Data & Modifying Worksheets (1 hour) ✓ Copying & Moving Data ✓ Modifying Rows & Columns ✓ Inserting & Modifying Worksheets
Course 2	Saving, Sending & Printing Excel Workbooks (40 minutes) ✓ Saving Workbooks ✓ Preparing & Printing Workbooks
Course 3	Use Conditional Formatting, Tables & Sparklines (1 hour) ✓ Using Tables & Applying Table Styles ✓ Applying Conditional Formats ✓ Use Sparklines

COURSE SCHEDULE *(continued)*

Learning Event	Topic(s)
Course 4	Protecting Workbooks (10 minutes)
Course 5	Using Basic Formulas (1 hour) ✓ Introducing Formulas & References ✓ Inserting Formulas ✓ Editing & Correcting Common Formula Errors
Course 6	Using Basic Functions (35 minutes) ✓ Use Functions to Perform Basic Calculations ✓ Using Basic Financial & Date/Time Functions
Course 7	Inserting Basic Charts (1 hour) ✓ Introducing Excel Chart Types ✓ Inserting Charts with Excel ✓ Updating Charts
Course 8	Organizing Data & Objects (1 hour) ✓ Sorting & Filtering Excel Data ✓ Grouping & Outlining Data ✓ Arrange Objects & Data ✓ Using Hyperlinks to Organize Data

ELEARNING TIPS

If you are new to Accelerate please refer to the Quick Start Guide as needed. The contents of the eLearning courses can be reviewed again as needed. Each eLearning lesson includes a posttest that must be completed. These tests may be repeated as much as needed but the system will record the last grade earned. Grades/Completions may be forwarded to you and your hiring manager upon request.

The eLearning courses may be repeated as often as needed for a refresher and need not to be completed in one sitting; however, you should avoid closing the course window by clicking the red ☒ and use the course's ☒ Exit button to close the course. Using the ☒ Exit button will ensure the system saves your progress and you can begin where you left off when you exited the course.

TECHNICAL ASSISTANCE

For Accelerate Employee Development Tools logon issues please contact the office of Organization & Employee Development at (313) 577-2111. For computer issues please contact your local IT. You may wish to test your browser for eLearning readiness by visiting http://browser.skillport.com/

SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher) as assigned

ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to supplement this course. The recommended eLearning resources listed below are not required for this course but are helpful references you can refer to as needed.

- Excel 2010 Bible (ebook)
- Excel All-in-one for Dummies (ebook)
- Using Pivot Charts (video)
- Useful Math Functions (video)
- Elements of an Excel Chart (video)
- Apply Conditional Formatting (video)
- Additional PivotTable Features (video)
- Tables & Filtering (video)
- Keyboard Shortcuts (video)
- Create PivotTable Reports (video)
- Calculations in PivotTables (video)
- Protect Workbooks (video)
- Entering & Understanding Functions (video)

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