Course Title: Excel Tips & Tricks: Pivot Tables, IF Statements, and VLOOKUP
Course Code: WSP 06
Instructor: Maria Pribyl
Date: Saturday, March 7 & March 14, 2020, 10:00AM - 5:00PM

Weekly Outline:

Day 1 - Saturday, March 7, 2020
- Navigation Keyboard Shortcut Keys
- Conditional Formatting
- Data Validation
- Pivot Tables

Day 2 - Saturday, March 14, 2020
- Absolute versus Relative Cell Referencing
- Named Ranges
- If Statements
- VLookups
- Additional Productivity Keyboard Shortcuts

Grade Options and Requirements:
- No Grade Requested (NGR)
  - This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.

- Credit/No Credit (CR/NC)
  - A passing Grade for Credit will be determined by student attendance and participation in both classes.

*Please Note: If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose the Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.

Please contact the Stanford Continuing Studies office with any questions
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