Course Title: Excel Tips & Tricks
Course Code: WSP 06
Instructor: Maria Pribyl

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.

- Letter Grade (A, B, C, D, No Pass)
  - All assignments will be graded on a completed / not completed basis
    - Class Attendance 50%
    - Completion of Assignments 40%
    - Class Participation 10%

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

Weekly Outline:

Day 1
- Navigation Keyboard Shortcut Keys
- Conditional Formatting
- Data Validation
- Pivot Tables

Day 2
- Absolute versus Relative Cell Referencing
- Named Ranges
• If Statements
• VLookup
• Additional Productivity Keyboard Shortcuts