Course Title: Excel Tips and Tricks  
Course Code: WSP 06  
Instructor: Maria Pribyl  
Date: Saturday, April 15 & April 22, 2017 10:00AM - 4:00PM

Course Summary:  
*Please see course page for full description and additional details.

Grade Options and Requirements:  
• No Grade Requested (NGR)  
  o 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)  
  o A passing Grade for Credit will be determined by student attendance and participation.

• Letter Grade (A, B, C, D, No Pass)  
  o 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 - Saturday, April 15, 2017
- Navigation Keyboard Shortcut Keys
- Conditional Formatting
- Data Validation
- Pivot Tables

Day 2 - Saturday, April 22, 2017
- Absolute versus Relative Cell Referencing
- Named Ranges
- If Statements
- VLookup
- Additional Productivity Keyboard Shortcuts