



**Microsoft IT Academy
Southern University and A&M College
Baton Rouge, LA 70813**

**Course 70148: Microsoft Excel 2013 Essentials
MOAC Exam 77-420**

Instructor: Leonard Harris
Class: Tuesday & Thursday: 5:30 pm – 7:00 pm
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COURSE DESCRIPTION

This course is designed to ensure that students have the opportunity to explore all areas of a program pertinent to the corresponding MOS certification objectives, or that have been identified as most important for users to understand, through the completion of individual activities. Through this extended practice, the curriculum provides a significant opportunity for the hands-on program experience that is expected and required of a successful certification candidate or power user.

AUDIENCE PROFILE

This curriculum assumes that students are studying the program by using the associated Microsoft IT Academy course or other available curriculum, including but not limited to resources available on the Microsoft Office website, Microsoft Press books or e-books such as the MOS Study Guides, Microsoft Official Curriculum (MOC) courses, Microsoft Official Academic Curriculum (MOAC) courses, and other resources that are appropriate to and available within the student's specific environment.

PREREQUISITE None



MAIN TOPIC COVERED

- ✓ Module 1: Using Microsoft Excel
- ✓ Module 2: Creating and saving worksheet
- ✓ Module 3: Populating worksheets
- ✓ Module 4: Managing data
- ✓ Module 5: Formatting worksheet content
- ✓ Module 6: Inserting and creating graphs