

# Excel-Beginning

## Course Outcome Summary

### Course Information

<b>Organization</b>	Madison Area Technical College
<b>Developers</b>	Lynette Grittner
<b>Development Date</b>	1/8/2001
<b>Revised Date</b>	8/1/2009
<b>Course Number</b>	10-103-133
<b>Instructional Level</b>	Certificate, One Year Diploma and Associate Degree
<b>Instructional Area</b>	Computer Software
<b>Division</b>	Agriscience, Engineering, Technology
<b>Department</b>	Business Technology
<b>Potential Hours of Instruction</b>	24
<b>Total Credits</b>	1

### Description

Introduction to Excel spreadsheet software. Create, edit, save, format, print, perform calculations, copy/move text and formulas, create charts, create complex formulas and expand use of functions.

### Types of Instruction

<b>Instruction Type</b>	<b>Contact Hours</b>	<b>Credits</b>
Classroom Presentation	24	1
Self-Paced lab		
Online Learning		

### Textbooks

*Microsoft Office Excel 2007, Introductory Concepts and Techniques, Course Technology.. ISBN: 1-4188-4342-3. Source: MATC bookstore.*

### Learner Supplies

Portable storage media.

Access to Microsoft Excel 2007.

### Prerequisites

Windows Vista (10-103-124)

OR Windows XP (10-103-135)

### Exit Learning Outcomes

#### Core Abilities

- A. Critical thinking
- B. Science and Technology

### Competencies

**A. Create a worksheet and embed chart****Linked Core Abilities**

Critical thinking

Science and Technology

**Competence will be demonstrated:**

- A.1. through actual performance of the skills
- A.2. using a computer, printer, and Microsoft Excel 2007 for Windows
- A.3. in submitted spreadsheets as specified on the assignment sheet by specified assignment deadlines

**Criteria - Performance will be satisfactory when:**

- A.1. you start and quit Excel
- A.2. you describe the Excel worksheet
- A.3. you enter text and numbers
- A.4. you use the AutoSum button to sum a range of cells
- A.5. you copy a cell to a range of cells
- A.6. you format cells in a worksheet
- A.7. you create a chart
- A.8. you save and print a workbook
- A.9. you open a Workbook
- A.10. you use the AutoCalculate area to determine statistics
- A.11. you correct errors on a worksheet
- A.12. you use the Excel Help to answer questions

**B. Use formulas, functions, formatting, and Web Queries****Linked Core Abilities**

Critical thinking

Science and Technology

**Competence will be demonstrated:**

- B.1. through actual performance of the skills
- B.2. in submitted files as specified on the assignment sheet by by specified assignment deadlines
- B.3. using a computer, printer, and Microsoft Excel 2007 for Windows

**Criteria - Performance will be satisfactory when:**

- B.1. you enter formulas using the keyboard and Point mode
- B.2. you apply average, max and min functions
- B.3. you verify a formula using range finder
- B.4. you format a worksheet using buttons and commands
- B.5. you add conditional formatting to a range of cells
- B.6. you apply a theme to a workbook
- B.7. you change the width of a column and height off a row
- B.8. you check the spelling of a worksheet
- B.9. you set margins, headers, and footers in page layout view
- B.10. you preview a printer copy of the worksheet
- B.11. you print a partial or complete worksheet
- B.12. you display and print the formulas a version of a worksheet
- B.13. you use a Web query to real-time data from a Web site
- B.14. you rename sheets in a workbook

**C. Conduct what-if analysis, chart and work with large worksheets****Linked Core Abilities**

Critical thinking

## Science and Technology

**Competence will be demonstrated:**

- C.1. through actual performance of the skills
- C.2. in submitted files as specified on the assignment sheet by specified assignment deadlines
- C.3. using a computer, printer, and Microsoft Excel 2007 for Windows

**Criteria - Performance will be satisfactory when:**

- C.1. you rotate text in a cell
- C.2. you create a series of month names
- C.3. you use the format painter button to format cells
- C.4. you copy, paste, insert, and delete cells
- C.5. you format numbers using format symbols
- C.6. you freeze and unfreeze titles
- C.7. you show and format the system date
- C.8. you use absolute cell references in a formula
- C.9. you show and dock toolbars
- C.10. you create a chart on a separate chart sheet
- C.11. you color and rearrange worksheet tabs
- C.12. you change the worksheet view
- C.13. you Goal Seek to answer what-if questions