

Excel-Intermediate

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Beverly Klein
Development Date	12/5/2000
Revised By	Kristyn Fischer
Revised Date	6/1/2008
Course Number	10-103-139
Instructional Level	Certificate, One Year Diploma and Associate Degree
Instructional Area	Computer Software
Division	Agriscience, Engineering, Technologys
Department	Business Technology
Potential Hours of Instruction	24
Total Credits	1

Description

Manage workbooks and prepare them for the web, create and use macros, use and analyze list data, enhance charts and workbooks, share Excel files and incorporate web information. Working competency in Windows and Beginning Excel presumed.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation or On Line Course	24	1

Textbooks

Shelly Cashman. *Microsoft Excel 2007, Intermediate and Advanced. Course Technology.* ISBN: 10-1-428-36819-1. **Source:** MATC Bookstore.

Learner Supplies

zip drive or other portable storage media.

Access to Microsoft Excel 2007.

Prerequisites

Beginning Excel (10-103-133) or equivalent

Working knowledge of Microsoft Windows (computer literacy, file management)

Experience sending and receiving email; moderate skills using the internet

Exit Learning Outcomes

Core Abilities

- A. Science and Technology
- B. Critical thinking

Competencies

A. Use the financial functions of Excel including data tables, amortization schedules, and hyperlinks

Competence will be demonstrated:

1. through actual performance of the skill
2. by submitting files as specified on the assignment sheet by specified assignment deadlines

Criteria - Performance will be satisfactory when:

1. you control the color and thickness of outlines and borders
2. you assign a name to a cell and refer to the cell in a formula using the assigned name
3. you determine the monthly payment of a loan using the financial function PMT
4. you use the financial functions PV (present value) and FV (future value)
5. you create a data table to analyze data in a worksheet
6. you add a pointer to a data table
7. you create an amortization schedule
8. you analyze worksheet data by changing values
9. you use names and the Set Print Area command to print sections of a worksheet
10. you set print options
11. you protect and unprotect cells in a worksheet
12. you use formula checking features of Excel
13. you hide and unhide cell gridlines, rows, columns, sheets and workbooks

B. Create, sort, and query a list

Competence will be demonstrated:

1. through actual performance of the skill
2. by submitting files as specified on the assignment sheet by specified assignment deadlines

Criteria - Performance will be satisfactory when:

1. you create and manipulate a list
2. you delete sheets in a workbook
3. you validate data
4. You Add calculated columns to a table
5. you use iron sets with conditional formatting
6. you use the VLOOKUP function to look up a value in a table
7. you use the Toggle Total Row in a table
8. you print a list
9. you add, and delete records and change field values in a list
10. you sort a table on one field or multiple fields
11. you display automatic subtotals
12. you use Group and Outline features to hide and unhide data
13. you query a table
14. you save a workbook in different file formats
15. you apply database functions including the SUMIF and COUNTIF functions to generate information from a list

C. Create templates, working with multiple worksheets and workbooks

Competence will be demonstrated:

1. through actual performance of the skill
2. by submitting files as specified on the assignment sheet by specified assignment deadlines

Criteria - Performance will be satisfactory when:

1. you create and use a template
2. you use the ROUND function
3. you utilize custom format codes

4. you define, apply and remove a style
5. you add a worksheet to a workbook
6. you create formulas that use 3-D cell references
7. you draw a chart
8. you use WordArt to create a title and create and modify shapes
9. you add a header or footer
10. you change margins
11. you insert and move a page break
12. you use the Find and Replace commands
13. you create a workspace file
14. you consolidate data by linking workbooks