

COURSE OUTLINE

**Computer Applications & Business Office Technologies 271**  
**Microsoft Office Specialist (MOS):**  
**Microsoft Excel II**

**I. Catalog Statement**

Computer Applications & Business Office Technologies 271 provides students with advanced features and functions of Microsoft Office Excel, a spreadsheet software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Excel. Some of the topics for this course include using Visual Basic for Applications (VBA); creating templates and working with multiple worksheets and workbooks.

Units –3.0 (8 weeks)

Lecture/Demonstration Hours – 6.0

Recommended Preparation: Computer Applications & Business Office Technologies 270 or equivalent.

**II. Course Entry Expectations**

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 2

Before enrolling in the course, the student should be able to:

1. work with cells;
2. work with files;
3. format worksheets;
4. work with page setup and printing;
5. work with worksheets & workbooks;
6. work with formulas & functions;
7. use charts and objects;
8. assess his/her readiness to take the core certification test.

**III. Course Exit Standards**

Upon successful completion of the required coursework, the student will be able to:

1. import and export data;
2. use templates;
3. use multiple workbooks;
4. format numbers;
5. print workbooks;
6. work with named ranges;

7. work with toolbars;
8. use macros;
9. audit a worksheet;
10. display and format data;
11. use analysis tools;
12. collaborate with workgroups;
13. assess his/her readiness to take the expert certification test.

<b>IV. <u>Course Content</u></b>	<b>Total Contact Hours = 48</b>
A. Using templates	4 hours
1. Applying templates	
2. Editing templates	
3. Creating templates	
B. Using multiple workbooks	5 hours
1. Using a workspace	
2. Linking workbooks	
C. Formatting numbers	4 hours
1. Applying number formats (accounting, currency, number)	
2. Creating custom number formats	
3. Using conditional formatting	
D. Printing workbooks	4 hours
1. Printing and previewing multiple worksheets	
2. Using Report Manager	
E. Working with named ranges	4 hours
1. Adding and deleting a named range	
2. Using a named range in a formula	
3. Using Lookup Functions (HLOOKUP or VLOOKUP)	
F. Working with toolbars	4 hours
1. Hiding and displaying toolbars	
2. Customizing a toolbar	
3. Assigning a macro to a command button	
G. Using macros	5 hours
1. Recording macros	
2. Running macros	
3. Editing macros	
H. Auditing a worksheet	4 hours
1. Working with the Auditing Toolbar	
2. Tracing errors (finding and fixing errors)	
3. Tracing precedents (finding cells referred to in a specific formula)	
Tracing dependents (finding formulas that refer to a specific cell)	
I. Displaying and formatting data	6 hours

1. Applying conditional formats
2. Performing single and multi-level sorts
3. Using grouping and outlines
4. Using data forms
5. Using subtotaling
6. Applying data filters
7. Extracting data
8. Querying databases
9. Using data validation
- J. Using analysis tools 4 hours
  1. Using Goal Seek
  2. Working with Scenarios
- K. Collaborating with workgroups 4 hours
  1. Creating, editing and removing a comment
  2. Applying and removing worksheet and workbook protection
  3. Changing workbook properties
  4. Applying and removing file passwords

**V. Methods of Presentation**

The following instructional methodologies may be used in the course:

1. lecture in current industry-standard software applications;
2. demonstrate software features using large-screen projection;
3. critique work in progress during lab time;
4. online.

**VI. Assignments and Methods of Evaluation**

1. In-class case problems that incorporate critical thinking and problem solving with computer skills proficiency.
2. Lab assignments used to reinforce case problems.
3. A skill assessment software tool for assessment tests.
4. Final examination.

**VII. Textbook**

Shelly, G., Cashman, T., Quasney, J. Microsoft Excel 2010 Comprehensive. Current Edition  
Cambridge, MA: Course Technology, 2012  
11<sup>th</sup> Grade Textbook Reading Level. ISBN: 1-439-07901-3

**VIII. Student Learning Outcome**

Upon successful completion, the student will be able to:

1. create, sort, and query a table;
2. validate data and use database functions;
3. create templates and work with multiple worksheets and workbooks;
4. import and export data;
5. use formula auditing techniques to analyze a worksheet;
6. use analysis tools such as Goal Seek and Solver;