COURSE OUTLINE

Computer Applications & Business Office Technologies 270 Microsoft Excel I

I. <u>Catalog Statement</u>

Computer Applications & Business Office Technologies 270 provides students with instruction in beginning features and functions of Microsoft Office Excel, a spreadsheet software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Excel. Some of the topics for this course consist of: creating a worksheet with an embedded chart; working with financial functions, data tables, amortization schedules, and hyperlinks; and creating static and dynamic Web pages.

Units -3.0

Lecture/Demonstration Hours – 3.0

Recommended Preparation: Computer Applications & Business Office Technologies 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

II. Course Entry Expectations

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

III. Course Exit Standards

Upon successful completion of the required coursework, the student will 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.

IV. Course Content

Total Contact Hours = 48

A. Working with cells

6 hours

- 1. Using Undo and Redo
- 2. Clearing cell content
- 3. Entering text, dates, and numbers
- 4. Editing cell content
- 5. Going to a specific cell

	6.	Inserting and deleting selected cells	
	7.	Cutting, copying, pasting with Paste Special and moving	
		selected cells, using the Office Clipboard	
	8.	Clearing cell formats	
	9.	Working with series (AutoFill)	
	10.		
B.	Working with files		6 hours
	1. Using Save		
	2.	Using Save As (different name, location, format)	
	3.	Locating and opening an existing workbook	
	4.	Creating a folder	
	5.	Saving a worksheet/workbook as a Web Page	
	6.	Sending a workbook via email	
	7.	Using the Office Assistant	
C.	Formatting worksheets		8 hours
	1.	Applying font styles (typeface, size, color and styles)	0 110 415
	2.	Applying number formats (currency, percent, dates, comma)	
	3.	Modifying size of rows and columns	
	4.	Modifying alignment of cell content	
	5.	Adjusting the decimal place	
	6.	Using the Format Painter	
	7.	Applying AutoFormat	
	8.	Applying cell borders and shading	
	9.	Merging cells	
	10.		
D	Page setup and printing		6 hours
ν.	1.	Previewing and printing worksheets and workbooks	o nours
	2.	Using Web Page Preview	
	3.	Printing a selection	
	4.	Changing page orientation and scaling	
F			6 hours
۲.	1.	Inserting and deleting rows and columns	o nours
	2.	Hiding and unhiding rows and columns	
	3.	Freezing and unfreezing rows and columns	
	4.	Changing the zoom setting	
	5.	Moving between worksheets in a workbook	
	6.	Checking spelling	
	7.	Renaming a worksheet	
F.	_		8 hours
	1. Entering a range within a formula by dragging		2 1
	2.	Entering formulas in a cell and using the formula bar	
	3.	Revising formulas	
	4.	Using references (absolute and relative)	
	5.	Using AutoSum	
	6.	Using Paste Function to insert a function	

- 7. Using basic functions (AVERAGE, SUM, COUNT, MIN, MAX)
- 8. Entering functions using the formula palette
- 9. Using date functions (NOW and DATE)
- 10. Using logical functions (IF)
- G. Using charts and objects

8 hours

- 1. Previewing and printing charts
- 2. Using chart wizard to create a chart
- 3. Modifying charts
- 4. Inserting, moving, and deleting an object (picture)

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 (e.g. setting up charts to solve typical business office problems).
- 2. Lab assignments (e.g. case problems involving charts and spreadsheets).
- 3. Skill assessment tests.
- 4. Final examination.

VII. Textbooks

Shelly, G., Cashman, T., Quasney, J. <u>Microsoft Excel 2010 Comprehensive</u>. Current Edition Cambridge, MA: Course Technology, 2012

11th Grade Textbook Reading Level. ISBN: 1-439-07901-3

VIII. Student Learning Outcomes

Upon successful completion, the student will be able to:

- 1. create, edit, and print worksheets using formulas and statistical;
- 2. apply and modify cell formats;
- 3. manage files and folders;
- 4. apply conditional formatting to a range of cells to highlight selected data;
- 5. use goal seek and what-if analysis for business planning.