MS Excel

Course Outcome Summary
Wisconsin Indianhead Technical College

Information

Course Number: 10-103-124
Credits: 2
Instructional Area: Computer Software
Instructional Level: Associate Degree
Division: Business
Developers: Barb Williams
Development Date: 09/25/2003
Revision Date: 06/01/2004
Revised By: Barb Williams/Administrative Assistant Faculty
Revision History: Revised description and core abilities

Types of Instruction

<table>
<thead>
<tr>
<th>Type of Instruction</th>
<th>Contact Hours</th>
<th>Outside Hours</th>
<th>Credits</th>
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<td>On Campus Lab and/or Shop Experience</td>
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Description

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics, and database basics.
**Course Level Learning Outcomes**

**Competencies**

1. **Create a spreadsheet (Fraction A)**
   
   **Performance Standards**
   
   You will demonstrate your competence:
   
   o in the lab
   
   o without written reference materials
   
   Your performance will be successful when:
   
   o Spreadsheet is created according to checklist provided by instructor

   **Learning objectives**
   
   What you will learn as you master the competency:
   
   a. Describe the worksheet area
   
   b. Select cells and cell ranges
   
   c. Enter text and numbers into worksheet
   
   d. Copy cells
   
   e. Use the fill handle
   
   f. Use the fill series feature
   
   g. Save the worksheet
   
   h. Print the worksheet
   
   i. Rename sheets

2. **Develop spreadsheet formulas (Fraction A)**
   
   **Performance Standards**
   
   You will demonstrate your competence:
   
   o in the lab
   
   o without written reference materials
   
   Your performance will be successful when:
   
   o Spreadsheet formulas reference cells
   
   o Formulas are accurate

   **Learning objectives**
   
   What you will learn as you master the competency:
   
   a. Enter formulas using the keyboard and point modes
   
   b. Identify the arithmetic operators
c. Understand the order of operation
d. Display the formulas version of a worksheet
e. Print the formulas version of a worksheet
f. Use absolute cell references

3. **Use basic spreadsheet functions (Fraction A)**

   **Performance Standards**
   
   You will demonstrate your competence:
   
   o in the lab
   o without written reference materials

   Your performance will be successful when:
   
   o Spreadsheet contains worksheet functions
   o Functions are used properly

   **Learning objectives**
   
   What you will learn as you master the competency:
   
   a. Use the AutoSum button
   b. Use the MAX function
   c. Use the MIN function
d. Use the Average function
e. Use the IF function

4. **Apply formatting to a spreadsheet (Fraction A)**

   **Performance Standards**
   
   You will demonstrate your competence:
   
   o in the lab
   o without written reference materials

   Your performance will be successful when:
   
   o Spreadsheet is formatted according to checklist provided by instructor

   **Learning objectives**
   
   What you will learn as you master the competency:
   
   a. Apply the AutoFormat command
   b. Enter multiple lines of text in a cell
c. Change the font, color, and background of a cell
d. Add borders to the worksheet and select ranges
e. Use conditional formatting
f. Align text in cells
g. Change column widths and row heights
h. Rotate text in a cell
i. Use the spell check feature
j. Use the Format Painter button
k. Format numbers

5. **Create graphs (Fraction A)**

   **Performance Standards**

   *You will demonstrate your competence:*
   o in the lab
   o without written reference materials

   *Your performance will be successful when:*
   o Chart/graph contains title
   o Chart/graph represents worksheet data
   o Chart/graph is on a separate sheet
   o Spreadsheet contains embedded chart
   o Chart/graph contains features as specified on checklist provided by instructor

   **Learning objectives**

   *What you will learn as you master the competency:*
   a. Use the Chart Wizard
   b. Create a chart on a separate sheet
   c. Create an embedded chart
   d. Create a 3-D chart
   e. Work with chart slices

6. **Use advanced spreadsheet functions (Fraction B)**

   **Performance Standards**

   *You will demonstrate your competence:*
   o in the lab
   o without written reference materials

   *Your performance will be successful when:*
   o Spreadsheet contains functions according to criteria sheet provided by instructor
**Learning objectives**

*What you will learn as you master the competency:*

a. Define Range names  
b. Use the PMT function  
c. Use date functions  
d. Use the PV function  
e. Use the protection feature  
f. Analyze worksheet data  
g. Change page features (header/footer, margins, orientation, breaks)  
h. Use the Find and Replace commands

7. **Utilize data management functions (Fraction B)**

**Performance Standards**

*You will demonstrate your competence:*

o in the lab  
o without written reference materials

*Your performance will be successful when:*

o Worksheet has named ranges as specified on instruction sheet  
o Results from filtering exercises (instruction sheet provided by instructor) are printed

**Learning objectives**

*What you will learn as you master the competency:*

a. Create a worksheet database  
b. Add computational fields to a database  
c. Use LookUp functions  
d. Use a data form  
e. Use the AutoFilter features  
f. Use the advanced filtering features  
g. Apply database functions

8. **Use spreadsheet templates (Fraction B)**

**Performance Standards**

*You will demonstrate your competence:*

o in the lab  
o without written reference materials
Your performance will be successful when:
- Template is created according to specifications by instructor
- Formulas/functions work
- Worksheet printouts with various data (provided by instructor) using the template provide accurate results

**Learning objectives**

What you will learn as you master the competency:

a. Use an existing template
b. Create a template
c. Work with styles
d. Create formulas with 3-D references

9. **Use Web queries (Fraction B)**

**Performance Standards**

You will demonstrate your competence:

- in the lab
- without written reference materials

Your performance will be successful when:

- You obtain real-time data from a Web query

**Learning objectives**

What you will learn as you master the competency:

a. Get real-time data from a Web site
b. Create a link to a Web site