Western Technical College

10103102 Introduction to Microsoft Excel

Course Outcome Summary

Course Information

Description	Designed to introduce the student to the basic features of Microsoft Excel. Specific features include creating, saving, retrieving, modifying, formatting, and printing spreadsheets and charts. Working knowledge of Windows, basic computer knowledge, and touch keyboarding skills are essential.
Career Cluster	Information Technology
Instructional Level	Associate Degree Courses
Total Credits	1
Total Hours	18

Textbooks

MindTap for The Shelly Cashman Series Collection, Microsoft Office 365 & Office 2019. 1st Edition. Copyright 2020. Cable, Sandra, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks and Misty E. Vermaat. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-02622-9. Required.

Course Competencies

1.   Create an Excel worksheet and an embedded chart.

Criteria

You will know you are successful when:

1.1.   you start and exit Excel.
1.2.   you describe the Excel worksheet.
1.3.   you enter text and numbers.
1.4.   you format a worksheet.
1.5.   you create a 3-D Clustered column chart.
1.6.   you save and print a worksheet.
1.7.   you answer questions with the Excel Help system.

Learning Objectives

1.a.   Start the Excel software program
1.b.   Acquaint self with the worksheet window
1.c.   Enter text, column titles, and row titles
1.d.   Change the font type, style, size, and color
1.e.   Use the AutoSum button to sum a range of cells
1.f.   Copy a cell to a range of cells using the fill handle
1.g.   Use the Chart Wizard button to draw a chart

1.h.   Demonstrate how to save a workbook on various drives
1.i.   Illustrate how to print a worksheet
1.j.   Activate and use the Excel Help system

2.   Build an Excel worksheet by using formulas, functions, formatting, and Web queries.

Criteria

You will know you are successful when:

2.1.   you enter titles and numbers into a worksheet.
2.2.   you enter formulas into a worksheet.
2.3.   you verify formulas in a worksheet.
2.4.   you apply additional techniques to improve the appearance and readability of a worksheet.
2.5.   you preview and print a worksheet.
2.6.   you import external data from a Web Source using a Web query.

Learning Objectives

2.a.   Enter formulas using the keyboard and Point mode
2.b.   Recognize smart tags and option buttons
2.c.   Apply the AVERAGE, MAX, and MIN functions
2.d.   Verify a formula using Range Finder
2.e.   Format a worksheet using buttons and commands
2.f.   Add conditional formatting to a range of cells
2.g.   Change the width of a column and height of a row
2.h.   Check the spelling of a worksheet
2.i.   Preview how a printed copy of the worksheet will look
2.j.   Print a partial or complete worksheet
2.k.   Display and print the formulas version of a worksheet
2.l.   Use a Web query to get real-time data from a Web site
2.m.   Rename sheets in a workbook

3.   Create an Excel worksheet based on assumptions and coordinate charting techniques.

Criteria

You will know you are successful when:

3.1.   you copy a cell's format.
3.2.   you copy a range of cells to a nonadjacent destination area.
3.3.   you insert and delete cells in a worksheet.
3.4.   you enter numbers with format symbols.
3.5.   you freeze worksheet titles.
3.6.   you display a system date.
3.7.   you use absolute versus relative addressing.
3.8.   you add a 3-D pie chart to a workbook.
3.9.   you rename and reorder the workbook sheets.
3.10.   learner changes the view of the worksheet

Learning Objectives

3.a.   Rotate text in a cell
3.b.   Create a series of month names
3.c.   Use the Format Painter button to format cells
3.d.   Copy, paste, insert, and delete cells
3.e.   Format numbers using format symbols
3.f.   Freeze and unfreeze titles
3.g.   Show and format the system date
3.h.   Use absolute cell references in a formula
3.i.   Use the IF function to perform a logical test
3.j.   Show and dock toolbars
3.k.   Create a 3-D Pie chart on a separate chart sheet
3.l.   Color and rearrange worksheet tabs
3.m.   Change the worksheet view
3.n.   Goal seek to answer what-if questions

4.   **Create Static and Dynamic Web pages using Excel.**

Criteria

You will know you are successful when:

4.1.   you use Web page preview and save an Excel workbook as a static Web page.
4.2.   you save an Excel chart as a dynamic web page.

Learning Objectives

4.a.   Publish a worksheet and chart as a static or a dynamic Web page
4.b.   Display Web pages published in Excel in a browser
4.c.   Manipulate the data in a published Web page using a browser
4.d.   Complete file management tasks within Excel