

Microsoft Excel Learning Design

Information

Project Title: Microsoft Excel

Course Number: 103-180

Total Credits: 2

The competencies and learning objectives contained within this document are what would be covered in the class and serves as a study guide for the exam. Please review this document carefully. You will create formulas, charts and move between worksheets.

To schedule an exam: contact Greg Mittelsteadt at 920-924-3215 or cpl@morainepark.edu

- **80% is required on each section to pass this exam**
 - **20 multiple choice questions**
 - **Two task-based projects**
- **2 ½ hours will be allowed to complete the exam**
- **Exam must be finished in one session**

Course Description

Introduces spreadsheet applications, functions and features using data tables, solver and document review. Emphasizes creating, editing, saving and retrieving files, applying formulas and managing large workbooks, charts, and amortization schedules. Students should have a basic understanding of a computer system. For entry-level students, MS Windows or Computer Literacy recommended before starting this course.

Performance Expectations

Competencies - Course Level

1. Utilize an Excel workbook containing formulas and charts.

Performance Standards

Learning Objectives

- a. Start Excel and navigate worksheets.
- b. Enter data.
- c. Construct a formula.
- d. Use SUM function.
- e. Insert footers.
- f. Delete unused sheets.
- g. Copy formulas.
- h. Use format painter.
- i. Chart data.
- j. Use Help.

2. Utilize multiple sheet Workbooks.

Performance Standards

Learning Objectives

- a. Work with a multiple-sheet workbook.
- b. Enter a series of data.
- c. Copy and paste data.
- d. Insert Totals and Grand Totals.
- e. Format a multiple-sheet Workbook group.
- f. Insert columns and rows.
- g. Copy worksheets.
- h. Create formulas with absolute references.
- i. Find and replace information/data.
- j. Conduct What-If analysis.
- k. Use Accuracy Tools to create accurate worksheets.

3. Work with IF Functions and large worksheets.

Performance Standards

Learning Objectives

- a. Construct an IF Function.
- b. Link data in Workbooks.
- c. Use Conditional Formatting.
- d. Format with themes.
- e. Apply number formats.
- f. Control print options.

4. Process data with Charts, Tables, Sorting and Filtering.

Performance Standards

Learning Objectives

- a. Use text orientation.
- b. Create different types of charts - column, pie, etc.
- c. Create a chart sheet.
- d. Apply a theme to a chart.
- e. Sort data.
- f. Convert text into columns.
- g. Use data bars and color scales.
- h. Insert table and filter data.

5. Make decisions with Functions.

Performance Standards

Learning Objectives

- a. Create text functions.
- b. Create statistical functions.
- c. Insert date and time functions.
- d. Create logical functions.
- e. Insert comments.
- f. Insert financial functions.
- g. Use Goal Seek.
- h. Determine Future Value and Present Value.

6. Use Excel features to complete complex tasks including named ranges, Lookup lists, templates and 3-D References.

Performance Standards

Learning Objectives

- a. Create formulas using named ranges.
- b. Utilize a Lookup List.
- c. Customize a template.
- d. Transpose data.
- e. Use 3-D References to Link data.
- f. Create a Workspace.
- g. Create Hyperlinks.