SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: ESET-153   Department: ESET.AS

Course Title: Technical Documentation   Semester: Spring   Year: 2008
using Excel

Objectives/Competencies

Course Objective	Competencies
1. Understand the basic concepts of a spreadsheet.	a. Be able to navigate rows, columns and pages. b. Be able to input text and numerical values c. Be able to input simple formulas. d. Be able to copy, cut and paste values and formulas. e. Be able to use built in and on-line help services.
2. Be able to input and graph technical equations.	a. Be able to input polynomial expressions. b. Be familiar with trigonometric functions. c. Be familiar with logarithmic/exponential functions. d. Be familiar with statistical functions. e. Be familiar with base conversion commands. f. Be familiar with sorting options. g. Understand how to perform conditional statements. h. Be able to format cells to best represent the data. i. Understand common graph types typical of technical presentations. j. Understand and use linear, semi-log and full-log plots.

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Course Objective	Competencies
3. Understand file types and conversions.	a. Be able to save, retrieve and merge Excel files. b. Be able to import and export files other than *.xls files. c. Understand *.csv, tab delimited and other standard file types d. Understand *.pdf file types. e. Be familiar with non-MS based spreadsheet programs.
4. Understand how Excel integrates with other MS Office and other non-MS applications.	a. Be able import Excel data and graphs into MSWord b. Be able to import Excel data and graphs into MSPowerPoint. c. Be able to import Excel files into non-MS applications such as OpenOffice