

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

**ACADEMIC AFFAIRS**

Course Number:   CMPA 109   Department:   Information Technologies  

Course Title:   Excel   Semester:   Spring   Year:   2012  

**Objectives/Competencies**

<b>Course Objective</b>	<b>Competencies</b>
To prepare an Excel workbook.	<ol style="list-style-type: none"><li>1. Identify the various elements of an Excel workbook.</li><li>2. Create, save, and print a workbook.</li><li>3. Enter and edit data in a workbook.</li><li>4. Use the Help function.</li></ol>
To insert formulas in a worksheet.	<ol style="list-style-type: none"><li>1. Create formulas with mathematical operators.</li><li>2. Copy a formula.</li><li>3. Write formulas with the AVERAGE, MAX, MIN, COUNT, PMT, and IF functions.</li><li>4. Create an absolute and mixed cell reference.</li></ol>
To format an Excel worksheet.	<ol style="list-style-type: none"><li>1. Change column widths and row heights.</li><li>2. Insert and delete rows and columns.</li><li>3. Apply formatting to data in cells.</li><li>4. Hide and unhide rows and columns.</li></ol>
To enhance a worksheet.	<ol style="list-style-type: none"><li>1. Change worksheet margins.</li><li>2. Insert page breaks, headers, and footers.</li></ol>

Course Objective	Competencies
To move data within and between workbooks.	<ol style="list-style-type: none"> <li>3. Find and replace data and cell formatting.</li> <li>4. Sort data in cells.</li> <li>1. Move, copy, and paste cells within and between worksheets.</li> <li>2. Name a range of cells and use a range in a formula.</li> <li>3. Arrange, size, and move workbooks.</li> <li>4. Link data between worksheets.</li> </ol>
To maintain workbooks.	<ol style="list-style-type: none"> <li>1. Maintain consistent formatting with styles.</li> <li>2. Insert, modify, and remove hyperlinks.</li> <li>3. Create financial forms using templates.</li> </ol>
To create a chart in Excel.	<ol style="list-style-type: none"> <li>1. Create a chart with data.</li> <li>2. Size, move, and delete charts.</li> <li>3. Choose a chart style, layout, and formatting.</li> <li>4. Insert, move, size, and delete chart labels, shapes, and pictures.</li> </ol>
To add visual interest to workbooks.	<ol style="list-style-type: none"> <li>1. Insert symbols, special characters, and screenshots.</li> <li>2. Insert, size, move, and format clip art and picture images.</li> <li>3. Insert and format SmartArt and WordArt.</li> </ol>
To use advanced formatting techniques.	<ol style="list-style-type: none"> <li>1. Apply conditional formatting.</li> <li>2. Create a custom number format.</li> <li>3. Filter and sort a worksheet using conditional</li> </ol>

<b>Course Objective</b>	<b>Competencies</b>
	formatting.