



Lakeshore Technical College

10-103-121 Excel - Level 1

Course Outcome Summary

Course Information

Alternate Title Upon completion of this course, the following competency will be met: Demonstrate basic functions such as saving, editing, and formatting content in a spreadsheet software.

Description Excel - Level 1 introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks.

Total Credits 1

Total Hours 36

Types of Instruction

Instruction Type	Credits/Hours
Flexlab	36

Pre/Corequisites

None

Textbooks

Cengage Unlimited Access Code

1-term code required

Student may choose to purchase code for 2-term or 4-term depending on individual needs

<https://www.cengage.com/unlimited/>

New Perspectives Collection, Microsoft® 365 & Excel® 2021: Comprehensive, 1st Edition

Patrick Carey

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***Optional textbook can be purchased after obtaining access to Cengage Unlimited for a reduced price.

Learner Supplies

Access to a computer with internet connectivity

Microsoft Office 365 (desktop version)

USB Jump Drive (Optional)

Institutional Learning Outcomes

1. ILO: Demonstrates critical thinking

Criteria

- 1.1. Define problems clearly.
- 1.2. Apply appropriate methods to solve problems.

Program Outcomes

1. Apply technology skills to business and administrative tasks

Criteria

- 1.1. you select appropriate technology
- 1.2. you apply technology to accomplish tasks
- 1.3. you integrate multiple resources when appropriate
- 1.4. you troubleshoot and solve problems in technology and systems

Course Competencies

1. Create a basic spreadsheet with formulas

Assessment Strategies

- 1.1. Module Assignment
- 1.2. SAM Path
- 1.3. Review Assignment

Criteria

You will know you are successful when:

- 1.1. you enter and edit text and data into a spreadsheet
- 1.2. you created formulas
- 1.3. you insert/delete rows and columns
- 1.4. you adjust column width and row height
- 1.5. you enter a function
- 1.6. you setup the worksheet to print
- 1.7. you can change views in the worksheet
- 1.8. you are able to copy cell contents to different cells

Learning Objectives

- 1.a. Open and save an Excel spreadsheet
- 1.b. Insert, rename, and move worksheets
- 1.c. Enter text, dates, and numbers
- 1.d. Wrapping text
- 1.e. Enter a formula
- 1.f. Use cut, copy, and paste to move and delete cells
- 1.g. Create AutoSum and COUNT functions
- 1.h. Insert, delete, and resize rows and columns
- 1.i. Use flash fill
- 1.j. Apply borders
- 1.k. Change printing options

2. Apply formatting to cells

Assessment Strategies

- 2.1. Module Assignment
- 2.2. SAM Path
- 2.3. Review Assignment

Criteria

You will know you are successful when:

- 2.1. you format text and data
- 2.2. you modify background color and images
- 2.3. you merge cells
- 2.4. you copy cell formatting
- 2.5. you change row and height values
- 2.6. you apply cell styles
- 2.7. you use themes
- 2.8. you use conditional formatting
- 2.9. you prepare data for print by adding titles, page breaks, headers and footers

Learning Objectives

- 2.a. Apply font, font size, font styles, and font color
- 2.b. Apply fill colors and backgrounds
- 2.c. Apply number formats
- 2.d. Align, indent, and merge cells
- 2.e. Add cell borders and rotate text
- 2.f. Apply cell styles and themes
- 2.g. Copy and paste formats
- 2.h. Find and replace text and formats
- 2.i. Use conditional formatting
- 2.j. Modify the page setup properties

3. Apply functions

Assessment Strategies

- 3.1. Module Assignment
- 3.2. SAM Path
- 3.3. Review Assignment

Criteria

You will know you are successful when:

- 3.1. you use absolute and mixed cell references
- 3.2. you use the AutoSum functions
- 3.3. you use autofill
- 3.4. you use logical functions
- 3.5. you create lookup functions
- 3.6. you create date and time functions
- 3.7. you use goal seek

Learning Objectives

- 3.a. Nest functions
- 3.b. Use the function library
- 3.c. Use Goal Seek
- 3.d. Use AutoFill
- 3.e. Interpret error values in cells
- 3.f. Apply absolute, mixed and relative cell reference
- 3.g. Use the Quick Analysis tool
- 3.h. Insert date and time functions
- 3.i. Use lookup functions
- 3.j. Use logical functions

4. Create charts from financial data

Assessment Strategies

- 4.1. Module Assignment
- 4.2. SAM Path
- 4.3. Review Assignment

Criteria

You will know you are successful when:

- 4.1. you created multiple Excel charts
- 4.2. you format and edit chart elements
- 4.3. you apply chart styles
- 4.4. you add sparklines and data bars
- 4.5. you use the payment function
- 4.6. you create a chart and move it to a separate sheet

Learning Objectives

- 4.a. Use financial functions
- 4.b. Insert charts and chart elements
- 4.c. Format and filter charts
- 4.d. Insert and delete chart elements
- 4.e. Filter charts
- 4.f. Create a combination chart
- 4.g. Move charts
- 4.h. Edit a chart data source
- 4.i. Create and format sparklines
- 4.j. Create, modify, and format data bars