



Lakeshore Technical College

10-103-121 Excel - Level 1

Course Outcome Summary

Course Information

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 Microsoft® Office 365 & Excel 2019: Comprehensive, 1st Edition

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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

Excel 2019

Core Abilities

1. Apply learning

Criteria

- 1.1. Learner transfers academic knowledge and principles to life and work situations
- 1.2. Learner incorporates prior learning
- 1.3. Learner knows when to ask for help
- 1.4. Learner demonstrates appropriate safety precautions
- 1.5. Learner identifies the need for lifelong learning
- 1.6. Learner develops the ability to research beyond the required work
- 1.7. Learner demonstrates a curiosity for learning about cultures, norms, and practices

2. Integrate technology

Criteria

- 2.1. Learner determines which tasks can be performed more efficiently by using technology
- 2.2. Learner uses technology to perform tasks more efficiently
- 2.3. Learner adapts to changing/emerging technology
- 2.4. Learner selects culturally appropriate technology/tools to communicate with diverse groups

3. Use mathematics effectively

Criteria

- 3.1. Learner solves real world problems using mathematics
- 3.2. Learner measures accurately
- 3.3. Learner analyzes graphical information
- 3.4. Learner demonstrates an understanding of world measurements and foreign currency exchange

Course Competencies

1. Create basic text and formulas in Microsoft Excel

Linked Core Abilities

Apply learning
Integrate technology
Use mathematics effectively

Assessment Strategies

- 1.1. SAM Training
- 1.2. SAM End of Module Project
- 1.3. SAM Project
- 1.4. SAM Exam
- 1.5. Review Problem

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

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 2.1. SAM Training
- 2.2. SAM End of Module Project
- 2.3. SAM Project
- 2.4. SAM Exam
- 2.5. Review Problem

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 formulas and functions

Linked Core Abilities

Apply learning
Integrate technology
Use mathematics effectively

Assessment Strategies

- 3.1. SAM Training
- 3.2. SAM End of Module Project
- 3.3. SAM Project
- 3.4. SAM Exam
- 3.5. Review Problem

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

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 4.1. SAM Training
- 4.2. SAM End of Module Project
- 4.3. SAM Project
- 4.4. SAM Exam
- 4.5. Review Problem
- 4.6. Final Project

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