



Articulation Agreement Course Competencies and Provisions

OFF 182 Introduction to Microsoft Office: Excel

1 Credit

Students will learn the basic functions of Microsoft Excel.

PROVISIONS

1. Student must be enrolled in the required high school class.
2. Student must receive an A or B grade (minimum 2.9 or better) and complete all competencies.
3. All required Tech Prep forms must be sent to BBCC **within 30 days** of course completion.
4. Teachers must assign student grades and credits **within 30 days** of course completion.

COMPETENCIES

1. Start Excel
2. Identify the Excel Window
3. Open and save a workbook
4. Enter labels and values
5. Name and move a sheet
6. Preview and print a worksheet
7. Get Help
8. Close a workbook and exit
9. Plan and design a worksheet
10. Edit cell entries
11. Enter formulas
12. Create complex formulas
13. Introduce Excel functions
14. Copy and move cell entries
15. Use relative cell references
16. Use absolute cell references
17. Format values
18. Use fonts and font sizes
19. Change attributes and alignment
20. Adjust column widths
21. Insert rows and columns
22. Delete rows and columns
23. Apply colors, patterns, borders
24. Use conditional formatting
25. Check spelling
26. Plan and design a chart
27. Create a chart
28. Move and resize a chart
29. Edit, format, enhance a chart
30. Annotate and draw on a chart
31. Preview and print a chart