

COURSE OUTLINE

Office Business Technology 90
Microsoft Excel

Catalog Statement

OBT 90 provides students with a basic introduction to spreadsheet software using Microsoft Office Excel. This is a beginning level course that teaches the student how to create a worksheet, use formulas and functions, insert charts, and more.

Total Lecture Units: 0.0

Total Laboratory Units: 0.0

Total Course Units: 0.0

Total Lecture Hours: 48.0

Total Laboratory Hours: 0.0

Total Laboratory Hours To Be Arranged: 0.0

Total Faculty Contact Hours: 48.0

Total Student Contact Hours: 48.0

Recommended Preparation: ESL 30 and OBT 70 or equivalent

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:

- decode short reading passages;
- comprehend dialogues, role playing, and lectures;
- converse at a functional level adequate for everyday use;
- define a computer and categorize computers;
- explain the difference between application software and system software;
- demonstrate the use of a mouse;
- describe the basic components of a computer.

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- use cells;
- format worksheets;
- complete worksheets and workbooks;
- employ formulas and functions;
- create and format charts.

Course Content

Preparing an Excel Worksheet (**6 hours**)

Creating a worksheet

Saving a workbook

Opening a workbook

Total Faculty Contact Hours = 48.0

- Printing a workbook
- Closing a workbook and exiting Excel
- Expanding drop-down menus
- Editing data in a cell
- Using automatic entering features
- Turning on/off and maneuvering in the task pane
- Selecting cells
- Formatting with auto-format
- Using help
- Formatting an Excel Worksheet (7 hours)**
 - Previewing a worksheet
 - Apply formatting with buttons on the formatting toolbar
 - Change column width
 - Change row height
 - Format data in cells
 - Inserting and deleting cells, rows, and columns
 - Add borders and shading to cells
 - Formatting with format painter
- Inserting Formulas in a Worksheet (6 hours)**
 - Using the auto-sum bottom
 - Writing formulas with mathematical operators
 - Inserting a formula with the insert function button
 - Using absolute and mixed cell reference in formulas
- Enhancing a Worksheet (5 hours)**
 - Formatting a worksheet page
 - Customizing print jobs
 - Completing a spell check
 - Using undo and redo
 - Finding a replacing data in a worksheet
 - Sorting data
 - Creating a list
 - Planning a worksheet
- Moving Data Within and Between Workbooks (7 hours)**
 - Moving, copying, and pasting cells
 - Creating a workbook with multiple worksheets
 - Working with ranges
 - Working with windows
 - Moving, copying, and pasting data
- Maintaining Workbooks (6 hours)**
 - Maintaining workbooks
 - Managing worksheets
 - Saving workbooks in a variety of formats
 - Formatting with styles
 - Inserting comments
 - Using Excel templates
- Creating a Chart in Excel (11 hours)**
 - Creating a chart
 - Deleting a chart

Sizing and moving a chart
Change the chart type
Changing data in cells
Changing the data series
Adding chart elements
Formatting chart elements

Methods of Instruction

The following methods of instruction may be used in this course:

- lecture and demonstration;
- hands on computer exercises;
- group discussion.

Out of Class Assignments

The following out of class assignments may be used in this course:

Not applicable.

Methods of Evaluation

The following methods of evaluation may be used in this course:

- skill exercises the end of each chapter;
- final exam.

Textbooks

Rutkosky, Nita. *Benchmark Series Microsoft Excel 2013 Level 1*. St. Paul: EMC Paradigm, 2014.
Print

10th Grade Textbook Reading Level. ISBN 978-0-76385-390-7.

Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:

- demonstrate the ability to create, edit, save, and print a worksheet;
- demonstrate the ability to format a worksheet;
- apply skills to create formulas and functions in a worksheet;
- Translate data into charts.