

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**INTRODUCTION TO ELECTRONIC SPREADSHEETS
(Excel Introduction)**

(12 hours)

ITSW 1022

COURSE SYLLABUS

Course Description: Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Designed to provide a thorough understanding of concepts that assist in designing worksheets for a variety of numerical reporting, budgeting and forecasting tasks. Gain skills to build, manage, save, retrieve, and format worksheets and charts. Prerequisites: Fundamentals of PC Use, including Orientation to Windows, or equivalent experience.

Objectives: Every student will be able to:

- Start MS Excel application
- Identify parts of the screen
- Use help
- Demonstrate basic spreadsheet concepts
- Create formulas/functions, charts, and graphs
- Generate report
- Open and close a workbook; use selection techniques
- Create, edit, and save a worksheet and a workbook
- Navigate in a workbook; manipulate rows and columns
- Copy, move, delete, and insert rows, columns, worksheets
- Format cells, rows, columns, worksheets
- Use formulas and functions
- Create and manipulate a chart
- Print sheets and workbooks, change margins, create headers and footers
- Exit MS Excel application

Rationale: MS Excel is one of the most popular spreadsheet programs used in the business community. This course will enable students to efficiently use this electronic spreadsheet application.

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Required Material: None

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

Course Outline:

1. USING EXCEL 2010
 - 1.1. Starting The Excel Program
 - 1.2. What Is The Active Cell?
 - 1.3. The Excel Cell Referencing System
 - 1.4. Entering Numbers And Text
 - 1.5. Default Text And Number Alignment
 - 1.6. Summing A Column Of Numbers
 - 1.7. Entering A Date
 - 1.8. Worksheets And Workbooks
 - 1.9. Saving A Workbook
 - 1.10. Closing A Workbook And Exiting The Excel Program
 - 1.11. Creating A New Workbook
 - 1.12. Opening A Workbook
 - 1.13. Switching Between Workbooks
 - 1.14. Saving A Workbook Using Another Name
 - 1.15. Saving A Workbook Using A Different File Type
 - 1.16. Getting Help Within Excel 2010
 - 1.17. Searching For Help
 - 1.18. The Help 'Table Of Contents'
 - 1.19. Printing A Help Topic
 - 1.20. Alt Key Help

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2. SELECTION TECHNIQUES

- 2.1. Why Are Selection Techniques Important?
- 2.2. Selecting A Cell
- 2.3. Selecting A Range Of Connecting Cells
- 2.4. Selecting A Range Of Non-Connecting Cells
- 2.5. Selecting The Entire Worksheet
- 2.6. Selecting A Row
- 2.7. Selecting A Range Of Connecting Rows
- 2.8. Selecting A Range Of Non-Connected Rows
- 2.9. Selecting A Column
- 2.10. Selecting A Range Of Connecting Columns
- 2.11. Selecting A Range Of Non-Connecting Columns
- 2.12. Recommended Techniques When Creating Or Editing Lists

3. MANIPULATING ROWS AND COLUMNS

- 3.1. Inserting Rows Into A Worksheet
- 3.2. Inserting Columns Into A Worksheet
- 3.3. Deleting Rows Within A Worksheet
- 3.4. Deleting Columns Within A Worksheet
- 3.5. Modifying Column Widths
- 3.6. Modifying Column Widths Using 'Drag And Drop'
- 3.7. Automatically Resizing The Column Width To Fit Contents
- 3.8. Modifying Row Heights

4. MANIPULATING CELLS AND CELL CONTENT

- 4.1. Copying A Cell Or Range Contents Within A Workbook
- 4.2. Deleting Cell Contents
- 4.3. Moving The Contents Of A Cell Or Range Within A Workbook
- 4.4. Editing Cell Content
- 4.5. Undo And Redo
- 4.6. Copying Data Between Worksheets (Within The Same Workbook)
- 4.7. Moving Data Between Worksheets (Within The Same Workbook)
- 4.8. Moving Data Worksheets (In Different Workbooks)
- 4.9. Copying Data Between Worksheets (In Different Workbooks)
- 4.10. Autofill
- 4.11. Copying A Data Range Using Autofill

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- 4.12. Sorting A Cell Range
- 4.13. Searching And Replacing Data
- 5. **WORKSHEETS**
 - 5.1. Switching Between Worksheets
 - 5.2. Renaming A Worksheet
 - 5.3. Recommended Techniques With Naming Worksheets
 - 5.4. Inserting A New Worksheet
 - 5.5. Deleting A Worksheet
 - 5.6. Copying A Worksheet Within A Workbook
 - 5.7. Moving A Worksheet Within A Workbook
 - 5.8. Copying Or Moving Worksheets Between Workbooks
- 6. **FONT FORMATTING**
 - 6.1. Font Formatting Options
 - 6.2. Font Type
 - 6.3. Font Size
 - 6.4. Bold, Italic, Underline Formatting
 - 6.5. Cell Border Formatting
 - 6.6. Formatting The Background Color
 - 6.7. Formatting The Font Color
- 7. **ALIGNMENT FORMATTING**
 - 7.1. Horizontally Aligning Contents In A Cell Range
 - 7.2. Centering A Title Over A Cell Range
 - 7.3. Cell Orientation
 - 7.4. Text Wrapping Within A Cell
 - 7.5. Aligning Cell Contents Vertically
 - 7.6. Format Painter
- 8. **NUMBER FORMATTING**
 - 8.1. Number Formatting
 - 8.2. Decimal Point Display
 - 8.3. Applying And Removing Comma Style Formatting (To Indicate
 Thousands)
 - 8.4. Currency Symbol
 - 8.5. Date Styles

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- 8.6. Percentages
- 8.7. Applying Percentage Formatting To A Cell Or Range
- 9. FREEZING ROW AND COLUMN TITLES
 - 9.1. Freezing Row And Column Titles
- 10. FORMULAS
 - 10.1. Creating Formulas
 - 10.2. The Easy Way To Create Formulas
 - 10.3. Copying Formulas
 - 10.4. Operators
 - 10.5. Using Operators In Formulas
 - 10.6. Formula Error Messages
 - 10.7. Relative Cell Referencing Within Formulas
 - 10.8. Absolute Cell Referencing Within Formulas
- 11. FUNCTIONS
 - 11.1. What Are Functions?
 - 11.2. Common Functions
 - 11.3. Sum Function
 - 11.4. Average Function
 - 11.5. Max Function
 - 11.6. Min Function
 - 11.7. Count Function
 - 11.8. The Counta Function
 - 11.9. The Countblank Function
 - 11.10. What Are 'If Functions'?
 - 11.11. Using The If Function
- 12. CHARTS
 - 12.1. Inserting A Column Chart
 - 12.2. Inserting A Line Chart
 - 12.3. Inserting A Bar Chart
 - 12.4. Inserting A Pie Chart
 - 12.5. Resizing A Chart
 - 12.6. Deleting A Chart
 - 12.7. Chart Title Or Labels

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- 12.8. Changing The Chart Background Color
- 12.9. Changing The Column, Bar, Line Or Pie Slice Colors In A Chart
- 12.10. Modifying The Legend Fill Color
- 12.11. Changing The Chart Type
- 12.12. Modifying Charts Using The Layout Tab
- 12.13. Copying And Moving Charts Within A Worksheet
- 12.14. Copying And Moving Charts Between Worksheets
- 12.15. Copying And Moving Charts Between Workbooks
- 13. CUSTOMIZING EXCEL
 - 13.1. Modifying Basic Excel Options
 - 13.2. Minimizing The Ribbon
 - 13.3. Autocorrect Options
- 14. SETUP & PRINTING ISSUES
 - 14.1. Worksheet Margins
 - 14.2. Worksheet Orientation
 - 14.3. Worksheet Page Size
 - 14.4. Headers And Footers
 - 14.5. Header And Footer Fields
 - 14.6. Scaling Your Worksheet To Fit A Page(S)
 - 14.7. Visually Checking Your Calculations
 - 14.8. Displaying Gridlines When Printing
 - 14.9. Printing Titles On Every Page When Printing
 - 14.10. Printing The Excel Row And Column Headings
 - 14.11. Spell Checking
 - 14.12. Previewing A Worksheet
 - 14.13. Viewing Workbooks Side By Side
 - 14.14. Zooming The View
 - 14.15. Printing Options
 - 14.16. Setting The Number Of Copies To Print
 - 14.17. Selecting A Printer
 - 14.18. Selecting Individual Worksheets Or The Entire Workbook
 - 14.19. Selecting Which Pages To Print
 - 14.20. Single Or Double Sided Printing
 - 14.21. Collation Options

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- 14.22. Page Orientation
- 14.23. Paper Size
- 14.24. Margins
- 14.25. Scaling
- 14.26. Printing