

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

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

(8 hours)

**ITSW 1022**

**COURSE SYLLABUS**

**Course Description:** Designed to provide a thorough understanding of concepts that assist in designing worksheets for a variety of numerical reporting, budgeting and forecasting tasks. Instruction in terminology, machine use, program parameters, display characteristics, formatting features, mathematical functions, and printing. Gain skills to build, manage, save, retrieve, format, chart and print worksheets. 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
- Open and close a workbook
- Create, edit, and save a worksheet and a workbook
- Use AutoCorrect and AutoComplete
- Navigate in a workbook
- Select a cell, row, column, range, worksheet, multiple ranges or worksheets
- Insert and delete rows, columns, worksheets
- Format cells, rows, columns, worksheets
- Copy, cut and paste
- 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:**

- I. Starting MS Excel (½ hour)
  - A. Opening the application
  - B. Identifying parts of the screen
  - C. Identifying menus, toolbars, ruler, status bar
  - D. Identifying columns, rows, cells
  - E. Using help
  
- II. Opening and closing workbooks (½ hour)
  - A. Opening existing workbook
  - B. Creating a new workbook
  - C. Editing a workbook
  - D. Saving a workbook

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- III. Entering data (1 ½ hour)
  - A. Entering data in cells
  - B. AutoCorrect and AutoComplete
  - C. Navigating in a workbook
  - D. Selecting a cell
  - E. Selecting a column or a row
  - F. Selecting a range or multiple ranges
  - G. Selecting a worksheet or multiple sheets
  
- IV. Inserting and deleting (1 hour)
  - A. Inserting and deleting a column
  - B. Inserting and deleting a row
  - C. Inserting and deleting a worksheet
  
- V. Formatting a worksheet (1 hour)
  - A. Formatting cells, rows, columns, and ranges
  - B. Changing alignment
  - C. Formatting text and numbers
  - D. Borders
  - E. Copying and moving data using the clipboard and drag and drop
  
- VI. Formulas and functions (1 hour)
  - A. Entering a formula
  - B. SUM button
  - C. Paste function
  - D. Editing functions
  - E. Copying functions
  
- VII. Chart (1 hour)
  - A. Creating a chart using wizard
  - B. Editing the chart
  - C. Deleting the chart
  - D. Changing the chart type

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- |       |                                 |          |
|-------|---------------------------------|----------|
| VIII. | Printing                        | (1 hour) |
|       | A. Printing an active worksheet |          |
|       | B. Printing the entire workbook |          |
|       | C. Print options                |          |
|       | D. Changing margins             |          |
|       | E. Headers and footers          |          |
| IX.   | Exit Excel                      | (½ hour) |
|       | A. Closing a workbook           |          |
|       | B. Closing Excel                |          |
|       | C. Saving changes               |          |

**Student Assessment Checklist:**

At the completion of the course each student will be able to:

1. Start MS Excel application
2. Identify parts of the screen
3. Use help
4. Open and close a workbook
5. Create, edit, and save a worksheet and a workbook
6. Use AutoCorrect and AutoComplete
7. Navigate in a workbook
8. Select a cell, row, column, range, the entire worksheet, multiple ranges or worksheets
9. Insert and delete rows, columns, worksheets
10. Format cells, rows, columns, worksheets
11. Copy, cut and paste
12. Use formulas and functions
13. Create and manipulate a chart
14. Print sheets and workbooks, change margins, create headers and footers
15. Exit MS Excel application