

# Dakota County Technical College

## ADTC 1265: Certification Basics - Excel

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for Excel.

**B. COURSE EFFECTIVE DATES:** 05/21/2014 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. apply and modify cell formats
2. apply and modify cell styles
3. create and modify hyperlinks
4. create new workbooks from templates
5. create, modify, and position diagrams and charts based on worksheet data
6. customize window layout
7. enter and edit cell content
8. filter lists using AutoFilter
9. format worksheets
10. insert and modify formulas
11. insert, delete and move cells
12. insert, position, and size graphics
13. insert, view and edit comments
14. locate, select and insert supporting information
15. modify row and column formats
16. navigate to specific cell content
17. organize workbooks using file folders
18. organize worksheets
19. preview data in other views
20. print data
21. save data in appropriate formats for different uses
22. setup pages for printing
23. sort lists
24. use statistical, date and time, financial, and logical functions

**E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted