## COURSE OUTLINE: OAD0108 - SPREADSHEETS-LEVEL I

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Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

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| **Course Code: Title** | OAD0108: SPREADSHEETS - LEVEL I FOR CICE |
| **Program Number: Name** | 1120: COMMUNITY INTEGRATN |
| **Department:** | C.I.C.E. |
| **Academic Year:** | 2022-2023 |
| **Course Description:** | The spreadsheet format is commonly used to track inventory, enter accounting transactions, and predict future business moves. Basic spreadsheet concepts such as entering different types of data into a spreadsheet program, saving files, and revising data will be introduced. CICE students, with the assistance of a learning specialist, will then continue on to utilize formulas/functions, print reports, and create and use charts/graphs. |
| **Total Credits:** | 4 |
| **Hours/Week:** | 8 |
| **Total Hours:** | 56 |
| **Prerequisites:** | There are no pre-requisites for this course. |
| **Corequisites:** | There are no co-requisites for this course. |
| **Vocational Learning Outcomes (VLO's) addressed in this course:**<br><br>Please refer to program web page for a complete listing of program outcomes where applicable. | **1120 - COMMUNITY INTEGRATN**<br>VLO 1    Integrate fully in academic, social and community activities. |
| **Essential Employability Skills (EES) addressed in this course:** | EES 1    Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.<br>EES 2    Respond to written, spoken, or visual messages in a manner that ensures effective communication.<br>EES 3    Execute mathematical operations accurately.<br>EES 4    Apply a systematic approach to solve problems.<br>EES 5    Use a variety of thinking skills to anticipate and solve problems.<br>EES 6    Locate, select, organize, and document information using appropriate technology and information systems.<br>EES 8    Show respect for the diverse opinions, values, belief systems, and contributions of others.<br>EES 10    Manage the use of time and other resources to complete projects.<br>EES 11    Take responsibility for ones own actions, decisions, and consequences. |
| **Course Evaluation:** | Passing Grade: 50%, D |

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| | A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation. |
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| **Books and Required Resources:** | Cirrus: Benchmark Series, Microsoft Excel Level 1 for Office 365<br>Publisher: Paradigm |
| **Course Outcomes and Learning Objectives:** | |

| Course Outcome 1 | Learning Objectives for Course Outcome 1 |
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| Enter data in standard spreadsheet format. | 1.1 Open, name, save, and close workbooks.<br>1.2 Navigate a workbook.<br>1.3 Change work book views the Zoom size.<br>1.4 Design and create a new workbook.<br>1.5 Change the active cell.<br>1.6 Select cells, ranges, columns, and rows.<br>1.7 Clear cell contents.<br>1.8 Use Undo/Redo.<br>1.9 Use keyboard shortcuts.<br>1.10 Use AutoFill.<br>1.11 Enter data in a range.<br>1.12 Use AutoCorrect, AutoComplete, and pick from Drop-Down List.<br>1.13 Use Go To.<br>1.14 Use spell check.<br>1.15 Use Help and the Tell Me Feature. |
| **Course Outcome 2** | **Learning Objectives for Course Outcome 2** |
| Develop/modify a worksheet. | 2.1 Plan a worksheet on paper then on the screen.<br>2.2 Build a worksheet with copy and paste, as well as drag and drop.<br>2.3 Copy using Fill Handle.<br>2.4 Find and replace labels and formats (including use of wildcards).<br>2.5 Rename, copy, and delete files.<br>2.6 Insert, copy, delete, and move worksheets.<br>2.7 Insert and delete cells, columns, and rows.<br>2.8 Cut, copy, and paste cell contents - use drag and drop.<br>2.9 Copy data between worksheets.<br>2.10 Use fill across worksheets.<br>2.11 Use the Office Clipboard.<br>2.12 Use a multiple-sheet workbook.<br>2.13 Group and copy worksheets.<br>2.14 Change the format of worksheet tabs - rename worksheets and change tab colours.<br>2.15 Customize and use Microsoft-created templates.<br>2.16 Use the Research task pane to locate synonyms and translate words.<br>2.17 Insert symbols.<br>2.18 Use Prepare for Sharing and Permissions commands including Document Inspector, Accessibility Checker, and Compatibility Checker. |
| **Course Outcome 3** | **Learning Objectives for Course Outcome 3** |
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| | Change the appearance of a worksheet. | 3.1 Format data, cells, and worksheets.<br>3.2 Work with fonts, apply text attributes, change font colour.<br>3.3 Align cell contents:<br>- Change vertical and horizontal alignment<br>- Use merge and centre<br>- Wrap text<br>- Change indents<br>- Change cell orientation<br>3.4 Change column width and row height.<br>3.5 Apply borders and add fill.<br>3.6 Use patterns and colours.<br>3.7 Remove cell formatting.<br>3.8 Copy formats and use Format Painter.<br>3.9 Apply and modify styles and autoformats.<br>3.10 Change the document theme.<br>3.11 Apply conditional formatting using data bars and colour schemes.<br>3.12 Create Highlight Cells Rules.<br>3.13 Apply number and date formats, create custom number and date formats.<br>3.14 Freeze and split the worksheet display.<br>3.15 Hide and unhide rows and columns.<br>3.16 Hide and unhide worksheets and workbooks.<br>3.17 Insert, edit, display, and print comments. |
| | **Course Outcome 4** | **Learning Objectives for Course Outcome 4** |
| | Prepare complex spreadsheets by using formulas and working with basic functions. | 4.1 Construct basic formulas using addition, subtraction, multiplication, and division (including percentage calculations) using order of preference.<br>4.2 Use SUM, AutoSum, AVERAGE, MIN, and MAX.<br>4.3 Use Insert function with a cell range and multiple ranges.<br>4.4 Copy and edit a formula.<br>4.5 Set error-checking rules.<br>4.6 Display formulas.<br>4.7 Use relative, absolute, and mixed cell references.<br>4.8 Use and work with automatic date formats/functions.<br>4.9 Use Formula Autocomplete to create formulas.<br>4.10 Identify and correct errors in formulas.<br>4.11 Name a defined range.<br>4.12 Create range names automatically.<br>4.13 Create formulas using named ranges.<br>4.14 Navigate using named ranges.<br>4.15 Insert data within a named range.<br>4.16 Modify defined names.<br>4.17 Create a range name list.<br>4.18 Delete range names.<br>4.19 Name a constant.<br>4.20 Use a constant in a formula.<br>4.21 Audit and evaluate formulas.<br>4.22 Trace precedents and dependents.<br>4.23 Use IFERROR.<br>4.24 Use the TEXT function. |

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|  | 4.25 Monitor formulas in the Watch Window.<br>4.26 Create a data validation list.<br>4.27 Set error checking rules. |
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| **Course Outcome 5** | **Learning Objectives for Course Outcome 5** |
| Use and manage spreadsheets to make decisions using logical, statistical, mathematical, and financial tasks and functions. Analyze outcomes that could contribute to business decisions. | 5.1 Create statistical functions including COUNT, COUNTA, COUNTBLANK, and AVERAGEIF.<br>5.2 Use SUMIF and COUNTIF.<br>5.3 Use Date and Time functions including TODAY(), NOW(), and WEEKDAY.<br>5.4 Use date and time arithmetic.<br>5.5 Create logical functions using IF, AND, OR, and NOT.<br>5.6 Create and manage scenarios.<br>5.7 Create a scenario summary report.<br>5.8 Use goal seek.<br>5.9 Use solver. |
| **Course Outcome 6** | **Learning Objectives for Course Outcome 6** |
| Use printing and page layout features. | 6.1 Use Backstage view for printing.<br>6.2 Print workbooks, areas, and formulas.<br>6.3 Print gridlines and headings.<br>6.4 Print comments.<br>6.5 Preview, insert, modify, and remove page breaks.<br>6.6 Scale a worksheet.<br>6.7 Set print titles.<br>6.8 Change page orientation and margins.<br>6.9 Format page placement including centering on a page.<br>6.10 Insert and modify headers and footers including inserting page numbers. |
| **Course Outcome 7** | **Learning Objectives for Course Outcome 7** |
| Work with Excel tables. | 7.1 Create an Excel table.<br>7.2 Add records to a table.<br>7.3 Resize a table.<br>7.4 Set table style options.<br>7.5 Name a table and remove duplicates.<br>7.6 Sort records in a table.<br>7.7 Sort by multiple columns.<br>7.8 Use text and date filters.<br>7.9 Identify structured references.<br>7.10 Create a calculated column.<br>7.11 Convert a table to a range. |
| **Course Outcome 8** | **Learning Objectives for Course Outcome 8** |
| Work with charts. | 8.1 Identify common types of charts (column and pie) and chart objects.<br>8.2 Create a chart sheet and embedded chart/chart object and edit the chart (size, move, save, and print).<br>8.3 Move a chart object to its own sheet.<br>8.4 Distinguish chart elements.<br>8.5 Edit and format chart titles, legends, axis titles, data labels, plot and chart areas - show gridlines and a data table. |

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| | 8.6 Change chart type and layout. |
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| | 8.7 Apply a theme or style to a chart. |
| | 8.8 Insert and format sparklines. |
| | 8.9 Edit chart data. |
| | 8.10 Add a data point. |
| | 8.11 Add and rename data series. |
| | 8.12 Use an image for a data series. |
| | 8.13 Create and format charts with a trendline. |
| | 8.14 Format chart text, insert a text box, change colours and patterns, add backgrounds and borders, add and format drawing objects, size, move, and copy drawing objects, set the shape style. |
| | 8.15 Insert a header and footer into a chart sheet. |
| **Course Outcome 9** | **Learning Objectives for Course Outcome 9** |
| Incorporate graphics into worksheets and charts. | 9.1 Insert pictures. |
| | 9.2 Use the Picture Tools format tab to adjust size, layout, etc. |
| | 9.3 Copy and align images. |
| | 9.4 Incorporate Shapes Styles to adjust fill, colour, weight, etc. |

**Evaluation Process and Grading System:**

| Evaluation Type | Evaluation Weight |
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| Assignments | 60% |
| Test 1 | 20% |
| Test 2 | 20% |

**Date:**

September 7, 2022

**Addendum:**

Please refer to the course outline addendum on the Learning Management System for further information.

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