COURSE OUTLINE

OAD108

Prepared: Sheree Wright and Amy Peltonen   Approved: Sherri Smith

Course Code: Title	OAD108: SPREADSHEETS - LEVEL I
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semester/Term:	17F
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. Students 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
This course is a pre-requisite for:	CPE400, OAD202, OAD205, OAD206, OAD209, OAD302
Vocational Learning Outcomes (VLO's): **Please refer to program web page for a complete listing of program outcomes where applicable.**	#6. Produce financial documents and reports by identifying and compiling relevant information and using accounting software. #7. Prepare and produce a variety of business documents using available technologies and applying industry standards.
Essential Employability Skills (EES):	#3. Execute mathematical operations accurately. #5. Use a variety of thinking skills to anticipate and solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Test 1	50%

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Test 2	50%

Books and Required Resources:	Microsoft Office Excel 2010: A Lesson Approach, Complete by Kathleen Stewart Publisher: McGraw-Hill ISBN: 9780077331214
Course Outcomes and Learning Objectives:	**Course Outcome 1.** Enter data in standard spreadsheet format. **Learning Objectives 1.** • Start and exit Excel • Enter and edit labels, values, and dates • Change the active cell • Navigate between and within worksheet(s) • Open, name, save, print, and close workbooks • Select cells, ranges, columns, and rows • Clear cell contents • Use Undo/Redo • Use keyboard shortcuts • Use AutoFill to enter a series • Enter data in a range • Change the Zoom size • Use AutoCorrect, AutoComplete, and pick from Drop-Down List • Use Go To • Use spell check • Use Online Help **Course Outcome 2.** Develop/modify a worksheet. **Learning Objectives 2.** • Plan a worksheet on paper then on the screen

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- Build a worksheet with copy and paste, as well as drag and drop
- Copy using Fill Handle
- Find and replace labels and formats (including use of wildcards)
- Rename, copy, and delete files
- Insert, copy, delete, and move worksheets
- Insert and delete cells, columns, and rows
- Cut, copy, and paste cell contents – use drag and drop
- Copy data between worksheets
- Use fill across worksheets
- Use the Office Clipboard
- Use a multiple-sheet workbook
- Group and copy worksheets
- Change the format of worksheet tabs – rename worksheets and change tab colours
- Customize and use Microsoft-created templates
- Use the Research task pane to locate synonyms and translate words
- Insert symbols
- Use Prepare for Sharing and Permissions commands including Document Inspector, Accessibility Checker, and Compatibility Checker

Course Outcome 3.

Change the appearance of a worksheet.

Learning Objectives 3.

- Format data, cells, and worksheets
- Work with fonts, apply text attributes – change font colour
- Align cell contents:
o Change vertical and horizontal alignment
o Use merge and centre
o Wrap text
o Change indents
o Change cell orientation
- Change column width and row height
- Apply borders and add fill
- Use patterns and colours
- Remove cell formatting
- Copy formats and use Format Painter
- Apply and modify styles and autoformats

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- Change the document theme
- Apply conditional formatting using data bars and colour schemes
- Create Highlight Cells Rules
- Apply number and date formats, create custom number and date formats
- Freeze and split the worksheet display
- Hide and unhide rows and columns
- Hide and unhide worksheets and workbooks
- Insert, edit, display, and print comments

Course Outcome 4.

Prepare complex spreadsheets by using formulas and working with basic functions.

Learning Objectives 4.

- Construct basic formulas using addition, subtraction, multiplication, and division (including percentage calculations) using order of preference
- Use SUM, AutoSum, AVERAGE, MIN, and MAX
- Use Insert function with a cell range and multiple ranges
- Copy and edit a formula
- Set error-checking rules
- Display formulas
- Use relative, absolute, and mixed cell references
- Use and work with automatic date formats/functions
- Use Formula Autocomplete to create formulas
- Identify and correct errors in formulas
- Name a defined range
- Create range names automatically
- Create formulas using named ranges
- Navigate using named ranges
- Insert data within a named range
- Modify defined names
- Create a range name list
- Delete range names
- Name a constant
- Use a constant in a formula
- Audit and evaluate formulas
- Trace precedents and dependents
- Use IFERROR

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- Use the TEXT function
- Monitor formulas in the Watch Window
- Create a data validation list
- Set error checking rules

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.

Learning Objectives 5.

- Create statistical functions including COUNT, COUNTA, COUNTBLANK, and AVERAGEIF
- Use SUMIF and COUNTIF
- Use Date and Time functions including TODAY(), NOW(), and WEEKDAY
- Use date and time arithmetic
- Create logical functions using IF, AND, OR, and NOT
- Create and manage scenarios
- Create a scenario summary report
- Use goal seek
- Use solver

Course Outcome 6.

Use printing and page layout features.

Learning Objectives 6.

- Use Backstage view for printing
- Print workbooks, areas, and formulas
- Print gridlines and headings
- Print comments
- Preview, insert, modify, and remove page breaks
- Scale a worksheet
- Set print titles
- Change page orientation and margins
- Format page placement including centering on a page

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- Insert and modify headers and footers including inserting page numbers

Course Outcome 7.

Work with Excel tables.

Learning Objectives 7.

- Create an Excel table
- Add records to a table
- Resize a table
- Set table style options
- Name a table and remove duplicates
- Sort records in a table
- Sort by multiple columns
- Use text and date filters
- Identify structured references
- Create a calculated column
- Convert a table to a range

Course Outcome 8.

Work with charts.

Learning Objectives 8.

- Identify common types of charts (column and pie) and chart objects
- Create a chart sheet and embedded chart/chart object and edit the chart (size, move, save, and print)
- Move a chart object to its own sheet
- Distinguish chart elements
- Edit and format chart titles, legends, axis titles, data labels, plot and chart areas – show gridlines and a data table
- Change chart type and layout
- Apply a theme or style to a chart
- Insert and format sparklines
- Edit chart data

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- Add a data point
- Add and rename data series
- Use an image for a data series
- Create and format charts with a trendline
- 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
- Insert a header and footer into a chart sheet

Course Outcome 9.

Incorporate graphics into worksheets and charts.

Learning Objectives 9.

- Insert pictures
- Use the Picture Tools format tab to adjust size, layout, etc.
- Copy and align images
- Incorporate Shapes Styles to adjust fill, colour, weight, etc.

Date: Wednesday, August 30, 2017

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