

I. COURSE DESCRIPTION: Students learn to create, edit, format and print workbooks as well as use mathematical formulas and functions. Students will create and format charts and shapes as well as insert images and cut, copy and paste data within worksheets and workbooks.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Analyze Data Using Excel

Potential Elements of the Performance:

- Open, label and save a workbook.
- Enter formulas and test worksheets for accuracy.
- Right-align labels.
- Sort a selection.
- Change the page orientation.
- Centre a label across multiple columns.
- Display cell formulas in a worksheet.

2. Edit and Format Worksheets

Potential Elements of the Performance:

- Edit contents and format of cells.
- Insert and delete columns and rows.
- Move, copy and paste cells and link cells.
- Apply numeric formats and adjust the number of decimal places.
- Freeze and unfreeze panes.
- Add borders and shading.
- Insert, move and resize pictures and clip art.

3. Use functions, set print options and add visual elements

Potential Elements of the Performance:

- Create formulas with absolute addresses.
- Use built in formulas to perform statistical analysis.
- Use built-in formulas (average, count, max, and min).
- Create an IF formula.
- Create, edit, and format a column, pie, and line chart.
- Change page layout, insert headers and footers.

4. Work with multiple worksheets and tables

Potential Elements of the Performance:

- Insert, delete, and rename a worksheet.
- Format sheet tabs, move and copy a worksheet.
- Group and ungroup worksheets.
- Link cells between worksheets.
- Create a workbook from a template.

III. TOPICS:

(Note: These topics sometimes overlap several areas of skills development and are not necessarily intended to be explored in isolated learning units or in this order.)

1. Creating a worksheet including inserting labels, values and formulas.
2. Copying formulas, formatting numbers, changing alignment.
3. Editing contents in cells, manipulating cells, columns and rows.
4. Format and copy cell formats.
5. Undo, redo, and repeat commands.
6. Freeze and unfreeze panes.
7. Using statistical functions (average, count, max, and min).
8. Using the logical IF function.
9. Creating column, pie and line charts.
10. Changing page layout, using page layout views, adding headers and footers.
11. Using multiple worksheets within a workbook (inserting, deleting, and renaming).
12. Moving, copying, grouping and ungrouping worksheets.
13. Linking cells.
14. Using Excel templates.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Rutkosky, Nita, Sequin, Denise, Rutkosky Roggenkamp, Audrey,
Microsoft Excel 2010. Marquee Series - Paradigm Publishing (book)

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Assignments (80%)
2. Tests (20%)

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded	

	subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.