

AOS 104 : Excel Basics

Credits 1**Quarter Offered** Fall, Winter, Spring

A short introduction to Microsoft Excel (spreadsheet) basics. Keyboarding skills are recommended. This class may include students from multiple sections. (Formerly CAT 118)

Course Outcomes

Create new and edit existing spreadsheet workbooks in Excel.

Save an existing workbook as a revised workbook under a new name.

Use Excel Ribbon tools, tabs, groups, dialog box launchers, backstage view, and contextual tabs to edit, manage, and format cells.

Identify, enter, and edit text, values, formulas, and functions.

Select, move, insert, and delete cells.

Demonstrate an understanding of cell range references.

Apply and modify cell formats, including dates, currency, percentages, alignments, merge, borders & shading, and conditional formats.

Create calculations in a cell by using cell references, static values, simple functions, order of operations, and proper syntax.

Use Relative and Absolute references for copied formulas.

Use Formula View to error-check and edit formulas.

Organize and modify worksheets within a workbook.

Prepare a workbook for sharing and printing.