

# COURSE OUTLINE

## CMSY-101

### Beginning Spreadsheets

1 Semester Hour

## HOWARD COMMUNITY COLLEGE

### Description

After successful completion of this course, the student will be able to use features of Microsoft® Excel that include functions and formulas, formatting, charts, and lists. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work (except tests) may be done outside of class if student has compatible software.

### Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Create, save, and print a worksheet.
2. Format a worksheet.
3. Enhance a worksheet.
4. Insert formulas and functions.
5. Move data within and between workbooks.
6. Create and modify charts.
7. Use styles, themes, and comments.
8. Insert Hyperlinks, Images, SmartArt, WordArt, and shapes.
9. Filter lists using AutoFilter and sort data.

### Major Topics

- I. Preparing a Worksheet
  - A. Creating, saving, and printing
  - B. Editing cell data
  - C. Selecting cells
  - D. Using Help
- II. Formatting a Worksheet
  - A. Changing column width and row height
  - B. Formatting cell data
  - C. Inserting/Deleting rows and columns
  - D. Adding borders and shading
  - E. Using the Format Painter
- III. Inserting Formulas and Functions
  - A. Using Sum
  - B. Writing formulas with Mathematical operators
  - C. Using the AVERAGE, MAX, MIN, COUNT, PMT, FV, DATE, NOW, and IF functions
  - D. Creating absolute and mixed cell references
- IV. Enhancing a Worksheet
  - A. Inserting headers, footers, and page breaks
  - B. Changing margins and centering worksheets

- C. Printing titles, gridlines, and headings
  - D. Finding and replacing data
  - E. Sorting data and filtering a list
- V. Maintaining Workbooks
- A. Working with multiple worksheets and workbooks
  - B. Moving, copying, pasting, and linking data and worksheets
  - C. Using styles, themes, and templates
  - D. Using Comments
- VI. Creating Charts
- A. Creating, sizing, moving, and formatting charts
  - B. Adding and editing chart elements
- VII. Enhancing Workbook Display
- A. Creating Hyperlinks
  - B. Inserting and editing images
  - C. Creating diagrams
  - D. Creating WordArt
  - E. Drawing and modifying shapes, lines, and Autoshapes

### **Course Requirements**

- Grading/exams:** Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:
1. Multiple choice, true/false tests
  2. Computer hands-on tests
  3. Projects

### **Other Course Information**

*Call 410-772-4876 between 9 a.m. and 3 p.m. for more information about this course.*  
This course is a business elective.