

BCT 107 Articulation Competencies

Getting Started with Spreadsheets (1 Credit)

Use basic Excel functions to enter, edit, cut, copy, paste and reorganize text and data and create simple formula. Spreadsheets will be enhanced with formatting and charts.

School Name: _____

School Articulated Course: _____

School Instructor: _____

Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.

Course Competencies Checklist:

- Open and save existing spreadsheets.
- Create new spreadsheets.
- Enter and edit numbers and text.
- Create formulas and use basic functions.
- Apply appropriate formatting.
- Preview and print all or a portion of a spreadsheet.

Course Topics:

- Data entry
- Cut, Copy, and Paste Commands
- Text and number formatting
- Clip Art and Picture Tools
- Format Tabs and Ribbon features
- Functions and Formulas
- Print Setup and Preview