

Enter Student Name

Enter School / Training Facility

**ARTICULATION COMPETENCY RECORD**

**Baker College**

|  |
| --- |
| Please check below each skill the student has mastered with a minimum of 80 percent accuracy. |

**INF113 Electronic Spreadsheets**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | | **Satisfactory** | **Unsatisfactory** |
| 1. | Setting-up and customizing the software/workbook environment including: | |  |  |
|  | a. | Locating, opening, maximizing, minimizing, sizing, and closing the Excel program. |  |  |
|  | b. | Finding, displaying, and manipulating buttons, views, tabs for menus, panes, ribbons, formula bars, and toolbars. |  |  |
|  | c. | Creating, naming, renaming, locating, saving, deleting, and backing up spreadsheet files to storage media. |  |  |
|  | d. | Displaying formulas. |  |  |
|  | e. | Printing, print previewing, setting print options. |  |  |
|  | f. | Viewing Excel set-up options, setting document properties |  |  |
| 2. | Entering and manipulating simple data into cells including: | |  |  |
|  | a. | Entering text and numbers. |  |  |
|  | b. | Entering dates. |  |  |
|  | c. | Selecting, deleting, copying, and moving cell contents. |  |  |
| 3. | Formatting worksheet cells, rows, and columns including: | |  |  |
|  | a. | Formatting text and numbers. |  |  |
|  | b. | Formatting dates. |  |  |
|  | c. | Sizing, deleting, inserting, moving, and copying ranges, rows, and columns. |  |  |
|  | d. | Merging and splitting cells. |  |  |
| 4. | Working with charts | |  |  |
|  | a. | Charting data (pie chart, column chart, line chart) |  |  |
|  | b. | 3D chart |  |  |
|  | c. | Formatting, coloring, rotating chart area |  |  |
|  | d. | Creating and formatting sparklines |  |  |
| 5. | Differentiating and applying appropriate referencing syntax to areas of a workbook including: | |  |  |
|  | a. | Establishing relative and absolute cell references. |  |  |
|  | b. | Naming and referencing multiple worksheets. |  |  |
| 6. | Applying introductory formulas and functions to worksheets including: | |  |  |
|  | a. | Arithmetic formulas. |  |  |
|  | b. | Order of operations. |  |  |
|  | c. | Date functions. |  |  |
|  | d. | Sum, average, max, and min functions. |  |  |
|  | e. | Simple IF functions. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7. | Applying features and techniques such as the following to spreadsheets to promote efficiency, accuracy, consistency, and/or security: | |  |  |
|  | a. | Freeze Panes |  |  |
|  | b. | Smart Tags |  |  |
|  | c. | Conditional Formatting |  |  |
|  | d. | Hide Cells |  |  |
|  | e. | Generating a series |  |  |
|  | f. | Goal Seek and Scenario |  |  |
|  | g. | Spell Check |  |  |
| 8. | Inserting, sizing, formatting, and aligning objects such as the following into a spreadsheet: | |  |  |
|  | a. | Clipart or Word Art |  |  |
|  | b. | Drawing Objects |  |  |
| 9. | Combining and applying tasks to modify and/or create introductory-level real-life spreadsheet applications. | |  |  |

Teacher signature Enter Date