![Description: C:\Documents and Settings\mlatne01\Local Settings\Temporary Internet Files\Content.IE5\MR2BM3QF\Baker-Seal_v2[1].jpg]()

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

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

Teacher signature Enter Date