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CMPT 1129: Excel Level 1

EFFECTIVE DATE

September 2020

DEPARTMENT

Computers - City Centre

DESCRIPTION

Learn to work with spreadsheets and workbooks to analyze data using a variety of Microsoft Excel features. Create, modify, and format common office and personal documents such as budgets, planners, reports, and invoices. This course will introduce you to Excel and teach you how to create and edit basic formulas and functions, apply cell formatting and styles, use conditional formatting, apply themes and page layout, and work with printing options. You will learn through live demonstrations while interacting with a subject matter expert.

CREDITS

0.0

YEAR OF STUDY

General Interest

PREREQUISITES

Familiarity with Windows, or CMPT 1302 (Introduction to Computers and File Management) course.

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Describe the concept of electronic spreadsheets
- Identify the basic components of Excel
- Enter data, symbols, and special characters into a worksheet
- Create, open, save, and close a workbook
- Cut, copy, and paste data in a worksheet
- Rename, insert, delete, copy or move worksheets
- Create and edit simple formulas
- Use commonly-used functions and conditional functions

- Use absolute and relative cell references
- Format numbers and decimal places
- Enhance the worksheet using fonts, alignment, lines, borders, colors
- Change margins, orientation, or layout for printing a worksheet
- Sort data and use the AutoFilter
- Create, modify or remove a hyperlink

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 7

INSTRUCTIONAL STRATEGIES

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

'S' based on minimum 80% attendance

EVALUATION PLAN

None

COURSE TOPICS

- Introducing Excel
 - Worksheets and Workbooks
 - Cell Data
 - Rows and Columns
 - Finding and Replacing Data
 - AutoFill
 - Formulas
 - Basic Functions
 - Cell References
 - Formatting
 - Themes
 - Cell Styles
 - Conditional Formatting
 - Viewing and Printing
 - Page Layout
 - Default Settings

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

1155 East Broadway
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Downtown campus

250 West Pender Street
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Annacis Island campus

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