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## CMPT 1131: Excel Level 2

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### EFFECTIVE DATE

September 2020

### DEPARTMENT

Computers - City Centre

### DESCRIPTION

Learn how to enhance worksheets with charts for visual appeal. In this course, you will create and explore charts, shapes, and sparklines. You will also learn to analyze and organize data, create and modify tables, and manage data-sets using built-in table functions. You will learn through live demonstrations while interacting with a subject matter expert.

### CREDITS

0.0

### YEAR OF STUDY

General Interest

### PREREQUISITES

Excel Level 1 (CMPT 1129), or equivalent knowledge/experience in using Excel.

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

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

- Create & modify charts
- Draw, move, resize and format shapes
- Insert and edit images using WordArt, clip art, pictures, and SmartArts
- Sort data and use the AutoFilter feature to find specific data
- Create, modify and delete range names, hyperlinks and comments
- Import and export data with other programs
- Customize chart elements
- Create and modify a table
- Use dynamic charts

## **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**

- Charts
  - Sparklines
  - Trendlines
  - Graphics
- Sort, Filter Data
- Workbook sharing
- Tables

## **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>.

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**Downtown campus**

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