

# Office Software-2 Excel (30-assignment)



This is an integrated instructional module designed specifically to operate within a Modular Program environment. It is ideal for use with our Scantek Technology or IT2020 Information Technology programs. It provides a 30-assignment study program designed to be used for supplemental learning or extension activities. The module package includes software and curriculum materials sufficient to complete the learning activities as specified.

The curriculum incorporates continuous assessment through questions. When used in conjunction with a ClassAct networked management system, this provides instant feedback of student performance. The assessment begins with a comprehensive pre-test that includes questions for each subsequent assignment.

Each assignment includes at least one hands-on activity. The hands-on activities are designed to teach the use of Microsoft Excel 2003.

Assessment questions are incorporated into each of the activities contained within the curriculum. These are designed to track the student's progress and are used to compile a detailed competence report when the module has been completed.

A post-test is provided at the end of the module. This allows the instructor to assess the amount of information retained by the student.

Included with this module is a set of Sample Files, which represent the files that the student is expected to save as they work through the assignments of the module. The Sample Files may be used by the Instructor to verify that the student has carried out the expected work.

**Topics:**

- Features of the Excel screen
- Saving, opening and protecting documents
- Using Help
- Editing data

**Topics (continued):**

- Formulas and functions
- Preparing the layout of a worksheet for printing
- Using proofing and search tools
- Setting up scenarios
- Changing the screen display
- Using styles and formatting data
- Working with multiple worksheets
- Creating charts
- Inserting graphics
- Using data lists
- Using custom toolbars and macros
- Creating and using templates
- Converting worksheets to web pages
- Hyperlinks and e-mail

**Activities:**

- Starting Microsoft Excel.
- Entering data into a worksheet.
- Selecting cells and generating data series.
- Using the Help facilities.
- Creating and saving workbooks.
- Entering arithmetic formulas.
- Examining how to use the Autosum button.
- Identifying the order of precedence for arithmetic operators.
- Copying and moving data.
- Using proofing tools to correct spelling errors.
- Formatting cells.
- Creating charts.
- Modifying a chart.
- Formatting rows and columns.
- Using AutoCalculate.
- Preparing a workbook, a worksheet or selected parts of a worksheet for printing.
- Copying and moving formulas.
- Identifying errors in formulas.
- Copying and moving data and formulas across worksheets.
- Password protecting workbooks.
- Formatting data items in a worksheet.
- Using scenario and goal-seek features.
- Changing the display of information.

**Activities (continued):**

- Hiding and freezing rows and columns.
- Applying composite styles to text and cells.
- Using AutoFormat.
- Applying conditional formatting.
- Inserting page breaks, headers and footers.
- Inserting textboxes, AutoShapes, WordArt and clipart into worksheets.
- Using forms to create and sort data lists.
- Applying a filter to a data list.
- Creating a custom toolbar.
- Recording and using a macro.
- Converting workbooks into static and dynamic web pages.
- Adding hyperlinks to a worksheet.
- Creating Excel template worksheets.

Each assignment is designed around a list of performance objectives. These lists include academic, technical and occupational objectives. The assignments are written in such a way as to enable a student to attain the performance objectives, with the assessment questions linked to these in order to provide a measure of true competency.

The performance objectives are used by the ClassAct management system to generate a comprehensive portfolio of student competency reports. Default reports supplied with this module include:

- Entry report
- Technical/Occupational Exit report

**The items supplied with this instructional module include:**

- Student Assignment Guide
- Excel 2003 Reference Guide
- Excel 2003 Sample Files CDROM
- Microsoft Office XP Professional
- Instructor's Guide

**Additional items required:**

- Computer

**Module Facts**

For Technology Program, order as: ST730/30 Office Software-2 Excel

For IT Program, order as: ITC3 Office Software-2 Excel

	No.	Average time
Assignments	30	45 minutes
Extension Activities	-	-
<b>Total</b>		<b>22½ hours</b>



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