

J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: ITE 140

Credits: 3

Course Title: Spreadsheet Software (Excel)

Course Description

Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. Prerequisite: ITE 115 or school approval
Lecture 3 hours per week.

Course Prerequisites/Corequisites

ITE 115 or school approval

Course Objectives

Upon completing the course, the student will be able to:

- a. Demonstrate proficiency in designing an electronic spreadsheet incorporating numeric data, labels, formulas, functions and formatting.
- b. Create and edit charts and graphic.
- c. Work with excel tables, PivotTables, and PivotCharts.
- d. Manage multiple worksheets and workbooks.
- e. Use advanced functions, conditional formatting and filtering.
- f. Develop spreadsheets using what if analysis tools.
- g. Connect to external data.
- h. Develop basic macros.

Major Topics to be Included

- a. Formatting a Workbook
- b. Formulas and Functions
- c. Charts and Graphics
- d. Excel Tables, PivotTables, and PivotCharts
- e. Multiple Worksheets and Workbooks
- f. Advanced Functions, Conditional Formatting and Filtering
- g. What-If Analysis
- h. Importing Data into Excel

Effective Date of Course Content Summary: 9/24/2008