

MICROSOFT OFFICE EXCEL 2010 CORE ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

Upon completion of high school courses or equivalent to the following competencies:

<input type="checkbox"/>	Managing the Worksheet Environment
	<ul style="list-style-type: none"> Navigate through a worksheet Print a worksheet or workbook Personalize an environment by using Backstage
	Creating Cell Data
	<ul style="list-style-type: none"> Construct cell data Apply AutoFill Apply and manipulate hyperlinks
	Formatting Cells and Worksheets
	<ul style="list-style-type: none"> Apply and modify cell formats Merge or split cells Create row and column titles Hide and unhide rows and columns Manipulate Page Setup options for worksheets Create and apply cell styles
	Managing Worksheets and Workbooks
	<ul style="list-style-type: none"> Create and format worksheets Manipulate window views Manipulate workbook views
	Applying Formulas and Functions
	<ul style="list-style-type: none"> Create formulas Enforce precedence Apply cell references in formulas Apply conditional logic in a formula (<, >, =) Apply named ranges in formulas Apply cell ranges in formulas
	Presenting Data Visually
	<ul style="list-style-type: none"> Create charts based on worksheet data Apply and manipulate illustrations Create and modify images by using the Image Editor Apply Sparklines

	Sharing Worksheet Data with Other Users
	<ul style="list-style-type: none"> Share spreadsheets by using Backstage Manage comments
	Analyzing and Organizing Data
	<ul style="list-style-type: none"> Filter data Sort data Apply conditional formatting

A student earning a "B" grade or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bates Technical College	AOA 203	5
Clover Park Technical College	CAS 130	3
Pierce College	BTECA 121, 122, 123	3