MICROSOFT OFFICE EXCEL 2010 EXPERT
ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

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

☐	Sharing and Maintaining Workbooks
	• Apply workbook settings and data options
	• Apply protection and sharing properties in workbooks and worksheets
	• Maintain shared workbooks
	Applying Formulas and Functions
	• Audit formulas
	• Manipulate formula options
	• Perform data summary tasks
	• Apply functions in formulas
	Presenting Data Visually
	• Apply advanced chart features
	• Apply data analysis
	• Create and manipulate PivotTables
	• Create and manipulate PivotCharts
	Working with Macros and Forms
	• Create and manipulate macros
	• Insert and manipulate form controls

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

College	Course	Credits
Bates Technical College	AOA 223	5
Clover Park Technical College	CAS 135	3

Reviewed: 10/2016