

MICROSOFT OFFICE EXCEL 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 “C” 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