Virginia Western Community College
ITE 140
Spreadsheet Software

Prerequisites
ITE 115

Course Description
Covers 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. Covers MOS Excel objectives

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:
Microsoft Office 365 Excel 2016 Comprehensive, New Perspectives, ISBN: 9781337216616

Other Required Materials:
Must have Internet access with Excel 2016. Microsoft Office 2016/365 Software. USB/Flash Drive

Course Outcomes

At the completion of this course, the student should be able to:

- Prepare a complex spreadsheet with formulas that looks professionally and be able to interpret the data.
- Prepare a chart.
- Work with multiple worksheets.
- Write a macro.
- Use the sophisticated What-if Analysis Tools

Topical Description

1. Module 1 – Creating a Worksheet and a report.
2. Module 2 – Formatting workbook text and data.
3. Module 3 – Performing calculations with functions and formulas.
4. Module 4 Analyzing and Charting Financial Data.
5. Module 5 – Working with Excel Tables, Pivot Tables, and PivotCharts.
6. Module 6 – Working with Multiple Worksheets and Workbooks.
7. Module 7 – Developing an Excel Application.
8. Module 8 –Advanced functions

9. Module 9 – Exploring Financial Tools and Functions.
10. Module 10 –Performing What-If Analyses.
11. Module 11 – Analyzing Data with Business Intelligence.
12. Module 12 – Collaborating on a Shared Workbook.

Notes to Instructors

The first test will be given during the semester after completing Modules 1 through 6. The second test will be given after completing Modules 7 through 12. There will be a Microsoft Office Specialist (MOS) Certification Review, and the Microsoft Office Specialist (MOS) Exam given during the Final Exam Week.