

# 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 2019 Comprehensive, New Perspectives, ISBN: 9780357397831

##### **Other Required Materials:**

Must have Internet access with Excel 2019. Microsoft Office 2019/365 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.