

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Introduction to Electronic Spreadsheets (Excel)



Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

CIS 101EW – 1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
<i>Create and Manipulate Data</i>		
Create data by using AutoFill		
Ensure data integrity		
Modify cell contents and formats		
Change worksheet views		
Manage worksheets		
<i>Format Data Content</i>		
Format worksheets		
Insert and modify rows and columns		
Format cells and cell content		
Format data as a table		
<i>Creating and Modifying Formulas</i>		
Reference data in formulas		
Demonstrate the use of Functions (Sum, Count, Min, Max and Average)		
Summarize data by using a formula		
Summarize data by using subtotals		
Conditionally summarize data by using a formula		
Look up data by using a formula		
Use conditional logic in a formula		

Task	Satisfactory	Unsatisfactory
Format or modify text by using a formula		
Display and print formulas		
<i>Present Data Visually</i> Create Charts - Bar, Line, Pie, Bubble, Area, Radar, Surface, Doughnut, and Stacked Bar		
Format Charts – Demonstrate the application of Gridlines, Layouts, Styles, Titles, Labels, Markers, Explodes, Pictures, Headers, Footers, Legends, and Clip Art		
Modify Charts		
Apply conditional formatting		
Insert and modify illustrations		
Outline data		
Sort and filter data		
<i>Collaborate on and Secure Data</i>		
Manage changes to workbooks		
Protect and share workbooks		
Prepare workbooks for distribution		
Save workbooks		
Set print options for printing data, worksheets, and workbooks		

Task	Satisfactory	Unsatisfactory

Instructor's Signature _____ Date _____