

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Intermediate 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 102EW – 1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
<i>Meet all the Requirements for CIS101EW</i>		
<i>Import and Export Data</i>		
Import data from text files		
Import data from other applications		
Import a table from an HTML file		
Export data to other applications		
<i>Use Templates</i>		
Apply templates		
Edit templates		
Create templates		
<i>Use Multiple Workbooks</i>		
Use a workspace		
Link workbooks		
<i>Work with Named Ranges</i>		
Add and delete a named range		
Use a named range in a formula		
Use lookup functions		

Task	Satisfactory	Unsatisfactory
<i>Work with Toolbars</i>		
Hide and display toolbars		
Customize a toolbar		
Assign a macro to a command button		
<i>Use Macros</i>		
Record macros		
Run macros		
Edit macros		
<i>Audit a Worksheet</i>		
Work with the auditing toolbar		
Trace errors		
Trace precedents		
Trace dependents		
<i>Use Analysis Tools</i>		
Use pivottable autoforamt		
Use goal seek		
Create pivot chart reports		
Work with scenarios		
Use solver		
Use data analysis and pivottables		
Create interactive pivottables for the web		
Add fields to a pivottable using the web browser		

Instructor's Signature _____

Date _____