

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

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

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_