

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Computer Information Systems



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
Introduction to Electronic Spreadsheets (Excel)
1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
Create, name, save, and open a workbook file		
Create a workbook using a template		
Manipulate the spreadsheet workspace, view, toolbars, and drop down menus		
Enter and manipulate cell contents in a spreadsheet including the following:		
Selecting cells		
Copying cell contents		
Using name boxes		
Entering and editing labels and numbers		
Inserting and deleting cells, columns, and rows		
Move cells		
Manipulate basic arithmetic formulas and functions in a spreadsheet including the following:		
Calculating a sum with auto sum features		
Typing and editing basic arithmetic formulas and using the formula bar		
Enter formulas by pointing, copying, or dragging		
Using the average, max, min, if (non-nested), count functions		
Using date and time functions (now and today)		
Creating a series		
Understand relative and absolute addressing		
Display a worksheet in formula view		

Task	Satisfactory	Unsatisfactory
Set up a simple “what if” analysis		
Format cells and printing worksheets		
Apply and modify cell formats including autoformat		
Modify row and column settings		
Merge and split cells		
Apply styles		
Apply conditional formatting		
Format numbers and values		
View and edit comments		
Modify page setup options for worksheets		
Preview and print worksheets and workbooks		
Freeze panes		
Insert and delete worksheets		
Work with worksheet names, order, and cell references		
Use 3-D references		
Insert simple charts and manipulate chart elements including:		
Inserting, positioning, and sizing a chart		
Selecting and changing chart type		
Format and modify chart objects		
Edit data range		
Use help, spellcheck, find and replace		
Working with lists including the following:		
Using autofilter		
Creating a custom filter		
Sorting		
Save as a web page and insert a hyperlink		

Instructor’s Signature _____

Date _____