

# Spokane Community College

## COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

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**Course Title: Microsoft Excel I**

**Prefix and Course Number: CATT 138**

**Version Date: Fall 2022**

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### **Course Learning Outcomes**

By the end of this course, a student should be able to:

1. Create workbooks and worksheets
2. Manage workbook properties
3. Format data cells
4. Create charts
5. Build fundamental formulas
6. Apply fundamental functions

### **Course Outline:**

1. Explore Excel
  - Navigate Excel
  - Create worksheets
  - Enter and manipulate data
  - Enter and copy formulas
2. Format Worksheets
  - Format values
  - Adjust font styles and alignment
  - Apply worksheet formatting
  - Apply conditional formatting
3. Analyze Data Using Formulas
  - Use Quick Analysis Tools
  - Build logical formulas
  - Build statistical formulas
  - Use function and equation tools
4. Work with Charts
  - Create charts
  - Modify chart design and layout
  - Format charts
  - Summarize data trends