

Spokane Community College

COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Microsoft Excel II

Prefix and Course Number: CATT 139

Version Date: FALL 2022

Course Learning Outcomes

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

1. Apply intermediate functions
2. Build intermediate formulas
3. Manipulate tables and charts
4. Embed objects
5. Integrate data

Course Outline:

1. Work with Tables
 - Create and format tables
 - Use formulas in tables
 - Sort and filter tables
 - Summarize table data
2. Manage Workbook Data
 - View and arrange worksheets
 - Protect worksheets and workbooks
 - Create custom views
 - Group data and worksheets
3. Integration and Images
 - Import text files and database tables
 - Import between workbooks
 - Link data between Word, PowerPoint, Access, and Excel
 - Insert graphics
4. Analyze Data with PivotTables
 - Plan and design a PivotTable report
 - Create PivotTable reports
 - Filter PivotTable Data
 - Create PivotChart reports