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Student Name

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High School or Vocational Center

**COMPETENCY RECORD FOR ARTICULATION**

**Baker College**

Please check below each skill the student has mastered as described, with a minimum of 80 percent accuracy, or with an A or B grade. Software – Excel 2000.

**INF 113 Electronic Spreadsheets**

<b>Task</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Create, name, save, and open a workbook file.		
Manipulate the spreadsheet workspace, views, toolbars, and drop down menus.		
Enter and manipulate cell content in a spreadsheet including the following:		
a. Selecting cells.		
b. Copying cell contents.		
c. Using name boxes.		
d. Entering and editing labels and numbers.		
e. Inserting and deleting cells, columns, and rows.		
Manipulate basic arithmetic formulas and functions in a spreadsheet including the following:		
a. Calculating a sum with auto sum features.		
b. Typing and editing basic arithmetic formulas and using formula bars.		
c. Entering formulas by pointing, copying, or dragging.		
d. Using the average, max, and min functions.		
e. Verifying formulas.		
f. Creating a series.		
g. Understanding introductory concepts regarding relative and absolute addressing.		
h. Setting up a simple, non-nested IF function for 1 dimensional testing.		

Task	Satisfactory	Unsatisfactory
i. Displaying real time and date entries.		
j. Setting up a simple "what if" analysis.		
k. Display a worksheet in formula view.		
Format cells and worksheets including the following tasks:		
a. Formatting text with font, bold, and alignment variations.		
b. Formatting cells with borders and fill variations.		
c. Formatting worksheets with borders, fill, and auto format variations.		
d. Merging and splitting cells.		
e. Formatting numbers and values.		
f. Working with worksheet names, order, and cell references.		
g. Changing column and row dimensions.		
h. Freezing areas of a worksheet.		
Manipulate page setup, views, and printing options for a worksheet.		
Insert simple auto charts into a worksheet and manipulate chart elements including the following:		
a. Inserting, positioning, and sizing a chart.		
b. Choosing between simple bar and pie charts for graphical data representation.		
Use help, spell check, and options to correct and adjust a worksheet.		

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_