# Advanced Spreadsheet Applications Course No. 33110 Credit: 0.5

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| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Marketing (52.1402); Finance (52.0801)

Course Description: **Supportive Technical Level:** Upon completion of this course students should understand the basic concepts of spreadsheets, be able to format cells, ranges, and worksheets, work with data, use basic and advanced formulas and functions, create, and modify charts, and insert pictures and shapes to a worksheet.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Create Worksheets & Workbooks

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Create a workbook. |  |
| 1.2 | Import data from a standard delimited text file. |  |
| 1.3 | Start with an existing workbook & add a worksheet. |  |
| 1.4 | Copy & move a worksheet in a workbook. |  |
| 1.5 | Access & used spreadsheet templates. |  |

## Benchmark 2: Navigate in Worksheets & Workbooks.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Search for data in a workbook. |  |
| 2.2 | Navigate to a named cell, named range or workbook element. |  |
| 2.3 | Insert hyperlinks and remove hyperlinks. |  |
| 2.4 | Manipulate the Quick Access Toolbar & use Hotkeys. |  |

## Benchmark 3: Format Worksheets & Workbooks

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Change the color of the worksheet tab. |  |
| 3.2 | Complete the renaming of a worksheet. |  |
| 3.3 | Change the order of the worksheet. |  |
| 3.4 | Modify the page setup. |  |
| 3.5 | Insert and delete rows or insert and delete columns. |  |
| 3.6 | Change the spreadsheet workbook theme. |  |
| 3.7 | Adjust the column width the adjust the row height. |  |
| 3.8 | Insert footers and headers. |  |

## Benchmark 4: Customize Options and Views for Worksheets & Workbooks.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Hide worksheets and unhide worksheets |  |
| 4.2 | Hide or unhide rows or columns. |  |
| 4.3 | Demonstrate customizing of the Quick Access toolbar |  |
| 4.4 | Demonstrate how to change workbook views |  |
| 4.5 | Demonstrate how to change window views. |  |
| 4.6 | Demonstrate how to modify document properties. |  |
| 4.7 | Illustrate how to change the magnification by utilizing the zoom tools. |  |
| 4.8 | Show how to display formulas. |  |
| 4.9 | Explain the toolbar and ribbon options. |  |

## Benchmark 5: Configure Worksheets & Workbooks for Distribution.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Ascertain how to set a print area. |  |
| 5.2 | Demonstrate how to save workbooks in alternative file formats. |  |
| 5.3 | Print part or all of a workbook. |  |
| 5.4 | Demonstrate how to set print scaling. |  |
| 5.5 | Display on multipage worksheets repeating column and row titles. |  |
| 5.6 | Demonstrate inspection of a workbook for personal information or hidden properties. |  |
| 5.7 | Show how to inspect a workbook for issues of accessibility. |  |
| 5.8 | Show how to inspect a workbook for issues of compatibility. |  |
| 5.9 | Manipulate workbook files and folders using backstage view. |  |

## Benchmark 6: Securing & Sharing a Workbook

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Secure workbook formulas before sharing with others. |  |
| 6.2 | Insert, view, edit, and delete comments on a worksheet. |  |
| 6.3 | Track changes to a workbook. |  |
| 6.4 | Share a workbook by email. |  |

## Benchmark 7: Insert Data in Cells & Ranges

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Demonstrate how to replace data. |  |
| 7.2 | Demonstrate how to cut, copy or paste data |  |
| 7.3 | Paste data by utilizing special paste options. |  |
| 7.4 | Utilize Auto Fill to fill cells. |  |
| 7.5 | Demonstrate how to insert and delete cells. |  |

## Benchmark 8: Format Cells & Ranges

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Demonstrate how to merge cells. |  |
| 8.2 | Show how to modify cell alignment and indentation. |  |
| 8.3 | Utilize Format Painter to format cells. |  |
| 8.4 | Within cells, show how to wrap text. |  |
| 8.5 | Demonstrate how to apply number formats. |  |
| 8.6 | Show how to apply cell formats. |  |
| 8.7 | Demonstrate how to apply cell styles. |  |

## Benchmark 9: Summarize & Organize Data

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Show the steps to insert sparklines. |  |
| 9.2 | Demonstrate how to outline data on a spreadsheet. |  |
| 9.3 | Demonstrate how to insert subtotals. |  |
| 9.4 | Ascertain how to apply conditional formatting in a spreadsheet. |  |

## Benchmark 10: Create & Manage Tables

### Competencies

| **#** | **Description** | **rating** |
| --- | --- | --- |
| 10.1 | Construct a spreadsheet table from a cell range. |  |
| 10.2 | Change a spreadsheet table to a cell range. |  |
| 10.3 | Show how to add or remove table columns and rows. |  |

## Benchmark 11: Manage Table Styles & Options

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 11.1 | Demonstrate how to apply table styles. |  |
| 11.2 | Set or change table style options. |  |
| 11.3 | Show how to insert a total row in a spreadsheet. |  |

## Benchmark 12: Filter & Sort a Table

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 12.1 | Demonstrate how to filter spreadsheet records. |  |
| 12.2 | Show how to data sort by multiple columns. |  |
| 12.3 | Demonstrate how to change the order of the sort. |  |
| 12.4 | Demonstrate how to remove records that are duplicate. |  |

## Benchmark 13: Use Functions to Summarize Data

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 13.1 | Show how to insert a reference. |  |
| 13.2 | Demonstrate how to use the SUM function to perform calculations. |  |
| 13.3 | Demonstrate how to use the MIN and MAX functions to perform calculations. |  |
| 13.4 | Demonstrate how to use the COUNT function to perform calculations. |  |
| 13.5 | Demonstrate how to use the AVERAGE function to perform calculations. |  |

## Benchmark 14: Use Functions to Perform Conditional Operations

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 14.1 | Show how to use the IF function to perform logical operations. |  |
| 14.2 | Show how to utilize the SUMIF function to perform logical operations. |  |
| 14.3 | Demonstrate how to use the AVERAGEIF function to perform logical operations. |  |
| 14.4 | Demonstrate how to utilize the COUNTIF function to carry out statistical operations. |  |
| 14.5 | Generate a formula with values that equals a given criteria. |  |
| 14.6 | Demonstrate how to look up data in a workbook utilizing formulas. |  |

## Benchmark 15: Utilize Functions to Format and Modify Text

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 15.1 | Demonstrate how to use the LEFT, RIGHT, and MID functions to format text. |  |
| 15.2 | Show how to use the LOWER, UPPER, and PROPER functions to format text. |  |
| 15.3 | Show how to utilize the CONCATENATE function to format text. |  |

## Benchmark 16: Cell Range

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 16.1 | Create formulas that use relative and absolute cell references. |  |
| 16.2 | Define a cell range and edit ranges in formulas. |  |
| 16.3 | Enter a cell range definition in the formula bar. |  |
| 16.4 | Control the appearance of formulas |  |

## Benchmark 17: Create Spreadsheet Charts

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 17.1 | Demonstrate how to construct a new chart. |  |
| 17.2 | Demonstrate how to add a data series to a chart. |  |
| 17.3 | Demonstrate how to switch between columns and rows in charts. |  |
| 17.4 | Demonstrate how to utilize Quick Analysis to methodically examine data. |  |
| 17.5 | Use line and column chart types. |  |
| 17.6 | Use Win/Loss chart types. |  |

## Benchmark 18: Format Spreadsheet Charts

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 18.1 | Demonstrate how to change the size of a chart. |  |
| 18.2 | Demonstrate how to modify and add an element to a chart. |  |
| 18.3 | Demonstrate how to customize a layout or style of a chart. |  |
| 18.4 | Show how to move a chart to a new chart sheet. |  |

## Benchmark 19: Format and Insert Spreadsheet Objects

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 19.1 | Demonstrate how to insert shapes and boxes into spreadsheet charts. |  |
| 19.2 | Show how to Insert pictures into spreadsheet charts |  |
| 19.3 | Demonstrate how to modify the properties of objects. |  |
| 19.4 | Ascertain how to add alternative text to objects in charts for accessibility. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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