

Microsoft Excel– OCP-A

Course Objectives	Demonstrate ability to create and edit an Excel worksheet. Perform basic navigating and formatting of an Excel worksheet. Utilize basic formulas and functions to achieve desired results.
Competencies	06.01, 06.02, 06.03, 06.04, 06.05, 06.11
Module Materials	Microsoft Office 2016 SAM 2016
<p>**TESTS MUST BE TAKEN DURING CLASS HOURS ON THE “TESTING” COMPUTER IN THE CLASSROOM**</p> <p>**See Instructor before beginning bookwork for Excel lesson on writing formulas.</p>	
Assignments	<p><u>Excel Tutorial 1</u> (EX1 – EX57)</p> <ol style="list-style-type: none"> 1. Log into SAM. 2. Select Activity List and complete the following: <ol style="list-style-type: none"> a. New Perspectives Excel 2016 Module 1: Textbook Project b. New Perspectives Excel 2016 Module 1 SAM Project 1a c. New Perspectives Excel 2016 Module 1 SAM Project 1b d. Excel 1 Training e. Excel 1 Exam
Assessment	<p>Textbook Project– 20 pts</p> <p>Project 1a – 20 pts</p> <p>Project 1b – 20 pts</p> <p>Exam – 20 pts</p>

Assignments	<p><u>Excel Tutorial 2</u> (EX65 – EX122)</p> <ol style="list-style-type: none"> 1. Log into SAM. 2. Select Activity List and complete the following: <ol style="list-style-type: none"> a. New Perspectives Excel 2016 Module 2: Textbook Project b. New Perspectives Excel 2016 Module 2 SAM Project 1a c. New Perspectives Excel 2016 Module 2 SAM Project 1b d. Excel 2 Training e. Excel 2 Exam
Assessment	<p>Textbook Project – 20 pts</p> <p>Project 1a – 20 pts</p> <p>Project 1b – 20 pts</p> <p>Exam – 20 pts</p>