

Miami-Dade Community College
OST2311 - Spreadsheet Applications for Business (REACTIVATED, TITLE CHANGE)

Catalog Description:

This hands-on, three-credit course emphasizes the use of a spreadsheet for microcomputers. This course is designed to provide concepts, features, and commands of a spreadsheet for business and office administration applications. Classes are conducted in a hands-on lecture/laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. The lab emphasizes the use and practice of a spreadsheet for microcomputers.

3 Credits

Corequisite: OST2311L

Course Competencies:

Competency 1: The student will demonstrate an understanding of spreadsheet software for office and business applications by:

- a. Launching and identifying software screen features.
- b. Setting defaults in the options dialog box.
- c. Navigating a worksheet.
- d. Entering and saving data in a worksheet.
- e. Previewing and printing a worksheet.

Competency 2: The student will design and create a worksheet for office and business applications by:

- a. Entering numbers in a worksheet.
- b. Adjusting column width.
- c. Entering and copying formulas using two different methods.
- d. Entering a formula with an absolute cell reference.
- e. Inserting a row for data.

Competency 3: The student will format worksheets for office and business applications by:

- a. Selecting cell ranges.
- b. Applying font formats.
- c. Aligning cell content.
- d. Applying shading and borders to cells.
- e. Adding a graphic to a worksheet.
- f. Formatting numbers.
- g. Setting page setup options.
- h. Inserting a header and footer.
- i. Automating worksheet formatting.

Competency 4: The student will demonstrate an understanding of worksheet data analysis and distribution for office and business applications by:

- a. Using the fill handle to extend a series.
- b. Creating a column chart.
- c. Moving and resizing embedded charts.
- d. Modifying charts.
- e. Previewing and printing charts.
- f. Setting the print area and using page breaks.
- g. Adding graphics and drawing objects to charts.

Competency 5: The student will demonstrate an understanding of working with workbooks for office and business applications by:

- a. Planning a multiple-sheet workbook.
- b. Deleting and inserting worksheets in a workbook.
- c. Editing and formatting a group of worksheets.
- d. Adding data and formatting to the worksheet.
- e. Formatting worksheet tabs.
- f. Creating formulas using 3-D references.
- g. Linking data between worksheets.
- h. Printing multiple worksheets.