Student Name_____Instructor Name_____

High School or Vocational Center_____Grade_____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Intermediate Electronic Spreadsheets (Excel)

m
CC

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

CIS 102EW – 1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
Import and Export Data		
Import data from text files		
Import data from other applications		
Import a table from an HTML file		
Use Templates		
Apply templates		
Edit templates		
Create templates		
Use Multiple Workbooks		
Link workbooks		
Work with Named Ranges		
Add and delete a named range		
Use a named range in a formula		
Use lookup functions		
Work with Toolbars		
Customize a toolbar		
Assign a macro to a command button		
Use Macros		

Record macros		
Run macros		
Edit macros		
Audit a Worksheet		
Work with the auditing toolbar		
Trace errors		
Trace precedents		
Trace dependents		
Use Analysis Tools		
Adding a trendline to a chart		
Use goal seek		
Work with scenarios		
Use solver		
Use data analysis and PivotTables (formatting, using summary functions, creating calculated fields)		
Create interactive PivotTables		
Add fields to a PivotTable		
Create PivotCharts		
Creating and Using Slicers		
Did the student PASS the MOS Excel Expert 2016 Exam? If yes, instructor can check this box.		

Instructor's Signature_____ **Date**_____