

**Grande Prairie Regional College  
Administrative Technology  
Course Outline**

**OA0114 Excel 2002, Core Level I MOS (Microsoft User Specialist) Skills**

**Prerequisite:** None

**Session Details:** TBA

**Instructor:** TBA

**Textbook:** Rutkowsky, Nita, Benchmark Series, Microsoft Office XP, EMC  
Paradigm, 2002 ISBN 0-7638-150

**Delivery Mode:** Lecture/Lab

**Course Description:** This course teaches you the fundamentals of using Excel 2002.

**Course Objectives:** Students will be proficient in the use of Excel 2002 including:

1. Creating worksheets
2. Modifying worksheets
3. Printing workbooks
4. Formatting worksheets
5. Creating and applying ranges
6. Using functions
7. Using draw
8. Using charts
9. Saving spreadsheets as HTML

**Grading:** Assignments 30%  
Tests 40%  
Final Exam 30%

3 points will be deducted from each assignment for each day late.

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