INF1060 – Spreadsheet 1 – Outline

In this module you will learn to use Microsoft Excel to create and modify spreadsheets. You will develop skills in the proper use of spreadsheet software through general data manipulation and personal recordkeeping. Spreadsheets can be used for a number of applications including budgeting, sorting data, creating graphs or charts, timetables, and many others. Over the course of the module, you will learn to effectively use Microsoft Excel for multiple applications. It will be the only word processing software needed for the module.

Grades for the module will be assigned as follows:

Workstation Routines and Behaviour	10%	This portion of the module is based on behavior, time spent on-task, and overall workstation habits. Basically make sure you are doing your work and keeping your station clean and organized.
Assignments	70%	These assignments must all be completed. Marks will be awarded for accuracy and completeness.
Final Project	20%	This project will demonstrate your understanding and proficiency using Microsoft Excel. See the project handout for details.