



FRANKLIN UNIVERSITY PROFICIENCY EXAM (FUPE) STUDY GUIDE

Course Title:	<i>Introduction to Spreadsheets (COMP 106)</i>
Recommended Textbook:	Parsons, Oja, Ageloff and Carey (2004). <i>New Perspectives on Microsoft Excel 2003, Introductory</i>. Course Technology. ISBN: 0-619-20664-0.
Number & Type of Questions:	This is a project-based exam.
Permitted Materials:	None
Time Limit:	3 Hours
Minimum Passing Score:	75 %

Description of the Test:

This exam covers one spreadsheet application: Microsoft Excel. Typically, students who take this FUPE have used Excel extensively at work or have taken prior courses that used this application.

Knowledge & Skills Required:

Students taking this exam should be able to

- Discuss the purpose and practical uses of spreadsheets.
- Explore and discuss basic navigation in Excel.
- Create a basic spreadsheet incorporating date, text and value entries.
- Identify the names and symbols of the arithmetic operators used in formulas and apply them in a spreadsheet.
- Correctly apply “order of precedence” logic to create a formula in a spreadsheet.
- Apply the six core spreadsheet functions (AVERAGE, SUM, IF, COUNTIF, and MIN MAX).
- Apply formatting to a spreadsheet.
- Apply conditional formatting to a spreadsheet.
- Use Print Preview to manage page breaks in a spreadsheet.
- Embed a workbook into a Word document or a PowerPoint slide.
- Copy parts of a worksheet into a Word Document
- Identify the elements used to prepare a chart.
- Use the Chart Wizard to create and save a chart from a spreadsheet.
- Modify a chart
- Describe the purpose and benefit of using multiple worksheets.
- Add, delete and rename a worksheet.
- Explain the benefits of working with grouped worksheets.
- Apply relative, absolute and “3-D Cell References”.
- Apply the collaboration tools available in Excel make change suggestions on a workbook or spreadsheet.
- Add an image to an Excel workbook.