



## FRANKLIN UNIVERSITY PROFICIENCY EXAM (FUPE) STUDY GUIDE

<b>Course Title:</b>	<i>Introduction to Spreadsheets (COMP 106)</i>
<b>Recommended Textbook:</b>	Parson, Oja, Ageloff and Carey (2007). New Perspectives on Microsoft Excel 2007, Introductory. Course Technology. ISBN: 978-1-4239-0584-4.
<b>Number &amp; Type of Questions:</b>	This is a project-based exam.
<b>Permitted Materials:</b>	<b>None</b>
<b>Required Materials:</b>	<b>Flash Drive (Thumb drive)- Will be returned to you after the exam has been scored</b>
<b>Time Limit:</b>	3 Hours
<b>Minimum Passing Score:</b>	<b>75 %</b>

### 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.
- Import a spreadsheet into a Word document or a PowerPoint slide.
- 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 “3-D References”.
- Apply the collaboration tools available in Excel make change suggestions on a workbook or spreadsheet.
- Add an image to an Excel workbook.

- Explore the publishing capabilities of Excel.