

NORTH CAROLINA CAREER AND TECHNICAL EDUCATION STANDARDS

Computer Science and Information Technology Education

Grade: Grade 9 - 12

Course: Microsoft Excel **Updated**

NCCTE.2020.BM20 - Microsoft Excel

NCCTE.2020.BM20.01.00 - Understand basic and intermediate spreadsheet software skills.

NCCTE.2020.BM20.01.01 - Introduction to Excel fundamentals.

NCCTE.2020.BM20.01.02 - Managing worksheets and workbooks.

NCCTE.2020.BM20.01.03 - Formatting cells.

NCCTE.2020.BM20.01.04 - Managing tables and range data.

NCCTE.2020.BM20.01.05 - Using formulas and functions.

NCCTE.2020.BM20.01.06 - Getting and transforming data.

NCCTE.2020.BM20.01.07 - Visualizing data.

NCCTE.2020.BM20.01.08 - Preparing to print and checking for issues.

NCCTE.2020.BM20.02.00 - Understand the advanced spreadsheet software skills.

NCCTE.2020.BM20.02.01 - Managing and formatting data.

NCCTE.2020.BM20.02.02 - Using advanced formulas.

NCCTE.2020.BM20.02.03 - Validating and auditing data.

NCCTE.2020.BM20.02.04 - Analyzing data.

NCCTE.2020.BM20.02.05 - Using simple macros.

NCCTE.2020.BM20.02.06 - Using Microsoft PivotTables and Microsoft PivotCharts.

NCCTE.2020.BM20.02.07 - Collaborating with other people.

