Skills for Success Curriculum Resource Cover Page

e-Channel Organization

Good Learning Anywhere

Curriculum Resource

Digital Skills 3: Microsoft Excel Basics

Excel is a program that helps spreadsheet-making be more efficient and organized for work, school, and at home! This course is designed for learners looking to take a short, interactive, and self-paced course that will help teach them the basics of Microsoft Excel. In this course, we learn the key features, basic formulas and functions, and time-saving tools that Microsoft Excel has to offer! Learners can take this course if they are new to Microsoft Excel or want to improve/refresh their spreadsheet-making Skills for Success!

OALCF Alignment

Competency	Task Group	Level
A - Find and Use Information	A1 - Read Continuous Text	A1.1-A1.2
A - Find and Use Information	A3 - Extract information from films, broadcasts and presentations	A3
B - Communicate Ideas and Information	B2 - Write Continuous Text	B2.1
B - Communicate Ideas and Information	B3 - Complete and Create Documents	B3.1-B3.2
C - Understand and Use Numbers	C1 - Manage Money	C1.1
C - Understand and Use Numbers	C4 - Manage Data	C4.1-C4.2
D - Use Digital Technology	D - Use Digital Technology	D.1-D.3

Goal Paths (check all that apply)

☑ Employment   ☑ Postsecondary
☐ Apprenticeship   ☑ Independence
☑ Secondary School Creditf

Embedded Skills for Success (check all that apply)

☐ Adaptability   ☑ Numeracy   ☐ Digital
☐ Collaboration   ☑ Problem Solving
☐ Communication   ☑ Reading
☐ Creativity and innovation   ☐ Writing

Notes: