

Facilitator Notes and Checklist

MS Excel Task: Version B – College Enrollment

Overview

The Excel task is one of four elements of the CSC/AlphaPlus *Digital Skills Readiness for Postsecondary* assessment. It was developed by a working group of college AU faculty and AlphaPlus.

This task is intended to be an exit readiness tool, but it could also be used earlier in the student's AU program to help identify skills and skill gaps. Two versions of the task (A and B) are available so that it can be used as a 'pre- and post-test' if desired.

Keep in mind that this is just one tool. It is meant to be representative of general MS Excel competency that AU students should have when they transition to postsecondary.

The task includes Part A and Part B:

- **Part A** is designed for all students and assesses **introductory** Excel skills.
 - **Part B** is intended for students who are planning to enter postsecondary programs requiring **more advanced** Excel skills e.g., Business, Engineering Technology, etc.
1. Determine if the student will complete only Part A or both Part A and Part B.
 2. Provide a copy of the task instructions (in the file "Excel_Task_Version_A_Student_Instructions") to the student.
 3. Provide access to the Excel Task file containing the "Data Part A" worksheet.
 4. Tell the student where to save the task file e.g., USB, network account, desktop, cloud, etc.
 5. Advise the student to read all instructions carefully.
 6. There is no time limit, but ideally Part A should be completed in about 40 minutes or less; Part B will take an additional 30 minutes (possibly less).
 7. Use the "MS Excel Task" checklist on the next page to provide feedback to the student.

Digital Skills Readiness for Postsecondary Assessment

MS Excel Task Checklist: Version B: College Enrollment

Student Name: _____

Date: _____

Facilitator Name: _____

Skill Name/Task	Needs Improvement	Proficient	Notes
Create an Excel File			
Folder created and properly named (step 1)			
Excel workbook properly renamed and saved (step 3)			
Part A			
1. Cell L1 labelled '2019'			
2. A14-A23 data is alphabetized correctly			
3. Data from B14-B23 copied into L2-L11			
4. Data A14-B23 deleted			
5. A12 title in bold: 'Yearly Enrollments'			
6. Correct Autosum Function in row 12			
7. M1 title in bold: 'Total'			
8. Correct Autosum Function for the enrollment totals in each program in column M and in cell M12			
9. Blank column inserted to left of column M			
10. A14 title in bold: "Average Enrollment Number"			
11. Correct Average Function for 2009 program enrollments in B14			
12. Correct copy of Average Formulas in cells C14-L14			
13. All values in row 14 formatted to nearest whole number			
14. Row inserted at top of data set			
15. Added title: " College Enrollments 2009 to 2019"			
16. Title is merged and centered			
17. Title is bold in 14pt font			
18. Green used to colour title cell (A1)			
19. Green used to colour in column N (N2 - N12)			
20. Yellow used to colour row 13 (A13-N13)			
21. Gridlines inserted on all cells (A2-N15)			
22. Thick border inserted around data set (A1-N15)			

MS Excel Task Checklist: Version B: College Enrollment

Skill Name/Task	Needs Improvement	Proficient	Notes
23. Pie chart inserted for 2009 data ONLY ('Average' and 'Totals' not included)			
24. Pie Chart Title: 'College Enrollments 2009'			
25. Insert labels on outside ends of pie chart to show program enrollment numbers			
26. Legend included on bottom			
27. Pie chart centered to data set			
28. Filename inserted in header			
29. Date inserted in footer			
30. Orientation: landscape			
31. Margins narrow on print setting			
32. Label changed on sheet to 'Completed Data Part A'			
Final Steps			
Workbook submitted properly			

**Part B Checklist (if applicable) is on the following page.*

Additional Comments

MS Excel Task Checklist: Version B: College Enrollment

Skill Name/Task	Needs Improvement	Proficient	Notes
Part B			
1. Copy of worksheet (Complete Data Part A) inserted at end.			
2. Copied worksheet renamed: "Complete Data Part B"			
3. Pie chart deleted			
4. 2D column inserted using only enrollment data for all programs 2009-2012 (totals not included)			
5. Chart titled: "College Enrollment 2009-2012"			
6. Vertical axis in bold labeled: 'Number of Students'.			
7. Horizontal axis in bold labeled: 'Program'			
8. Legend with labels for years 2009-2012			
9. Original contents of E9 deleted			
10. Cell reference used in E9 from same cell in "Complete Data Part A"			
11. Cell E9 is green			
12. M2 labelled '>350'			
13. IF function correctly used to show program enrollment less than 350			
14. "Yes" and "No" properly indicated in column M			
15. Data in M3-M12 is centered			
16. Orientation: landscape			
17. Margins narrow on print setting			
Final Steps			
Workbook submitted properly			

Additional Comments