

CST273 Spreadsheet Applications

Syllabus

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Office Hours: TBA

Prerequisite: CST113 or permission of instructor

Required Materials

- **Textbook:** Shelly, Cashman, and Quasney, *Microsoft Office Excel 2007: Comprehensive Concepts and Techniques* Course Technology, 2008. ISBN 13: 978-1-4188-4344, ISBN: 1-4188-4344-X
- **Flash/Jump Drive:** Students are required to purchase a USB Flash/Jump Drive to store their computer work as they are much more reliable than floppy disks. They are available at the book store, Wal-Mart, or online.
- **E-mail address:** Students are required to have an active email account and check it frequently.

Course Objectives

This course provides the student with a fundamental understanding of the popular business software program, Microsoft Excel. Specific objectives for this course are:

- To offer an comprehensive presentation of Microsoft Office Excel 2007
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create workbooks and worksheets suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Excel 2007 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

Nature of the Course

This course will be primarily directed learning. Students will following book-based tutorials and complete assignments with instructor supervision and assistance. Student work will consist of computer-based and written work to be done both in and outside of class. Students are encouraged to participate and ask questions during class as well as take advantage of my office hours when needed.

Course Requirements

Your grade for the course will be determined through homework assignments, exams, and quizzes. All materials will be graded and returned to you as quickly as possible.

- Homework
 - Homework will consist of work done both in and outside the classroom. Specific hand-in requirements, etc. will be given with each assignment.
- Exams
 - Exam will be given periodically throughout the semester and will normally cover multiple chapters. These may consist of work, computer-based work, or a combination of both.
- Quizzes
 - In-class quizzes may be given at any time or not at all.

Resources and References

- Student Support Services (Abernathy 312)
 - Students Support Services provides aid and tutoring to students.
- Microsoft Office Tools on the Web – <http://office.microsoft.com>
 - A world of information on Microsoft Office including Excel. Here you will find templates, tools, and help using Excel.

Grading and Evaluation

All homework assignments given in the course will be graded and applied to your final course grade. Your final course grade for the course will be determined by the following:

- Homework
- Exams/Quizzes
- Extra Credit: No extra credit will be given for this course.

Grading Scale

A: 90 – 100%
B: 80 – 89%
C: 70 – 79%
D: 60 – 69%
F: 59% and below

Late Homework: All homework assignments will have a one school day grace period where no penalty will be given for late hand-in. It is **your responsibility** to get the homework assignment to me during the grace day. Beyond the grace day, homework is considered late regardless of the reason. Homework will be penalized 10% per day late for up to 3 school days past the grace day. Beyond 3 school days late homework will not be accepted.

Exam Makeup: All missed exams must be taken within the next 3 school days from the original exam period. If a student wishes to makeup an exam they will be required to provide a reasonable explanation for missing the original exam date. Students may also be required to provide documentation for the absence. Students should contact the instructor as soon as possible to schedule a makeup exam.

Plagiarism: Plagiarism is taking another's work and presenting it as your own. Plagiarism is strictly prohibited at any level. Plagiarism also includes copying from internet resources. All plagiarism will result in both parties receiving a zero for the assignment. Repeated occurrences will incur more severe action.

Attendance Requirements

Students are expected to attend all class meetings. See the “Grading and Evaluation” section for details on late homework or makeup exams.

Course Outline

Below is an outline of the major topics we will cover in this course as time allows. Expect to have a homework assignment constantly throughout the course.

- I. Creating a Worksheet and Embedded Chart
 - a. What Is Microsoft Excel?
 - b. Starting and Customizing Excel
 - c. The Excel Worksheet
 - d. Worksheet Window
 - e. Speech Recognition and Speech Playback
 - f. Selecting a Cell
 - g. Entering Text
 - h. Entering Numbers
 - i. Calculating a Sum
 - j. Using the Fill Handle to Copy a Cell to Adjacent Cells
 - k. Formatting the Worksheet
 - l. Using the Name Box to Select a Cell
 - m. Adding a 3-D Column Chart to the Worksheet
 - n. Saving a Workbook
 - o. Printing a Worksheet
 - p. Quitting Excel
 - q. Starting Excel and Opening a Workbook
 - r. AutoCalculate
 - s. Correcting Errors
 - t. Excel Help System
- II. Formulas, Functions, Formatting, and Web Queries
 - a. Entering Formulas
 - b. Using the AVERAGE, MAX, and MIN Functions
 - c. Verifying Formulas Using Range Finder
 - d. Formatting the Worksheet
 - e. Checking Spelling
 - f. Saving a Workbook a Second Time Using the Same File Name
 - g. Previewing and Printing the Worksheet
 - h. Displaying and Printing the Formulas Version of the Worksheet
 - i. Importing External Data from a Web Source Using a Web Query
 - j. Changing the Sheet Names
 - k. E-Mailing a Workbook from within Excel
- III. What-If Analysis, Charting, and Working with Large Worksheets
 - a. Rotating Text and Using the Fill Handle to Create a Series
 - b. Copying a Cell's Format Using the Format Painter Button
 - c. Copying a Range of Cells to a Nonadjacent Destination Area
 - d. Inserting and Deleting Cells in a Worksheet
 - e. Entering Numbers with a Format Symbol
 - f. Freezing Worksheet Titles
 - g. Displaying the System Date
 - h. Absolute Versus Relative Addressing
 - i. Making Decisions – The IF Function
 - j. Formatting the Worksheet
 - k. Adding a 3-D Pie Chart to the Workbook
 - l. Renaming and Reordering the Sheets and Coloring Their Tabs
 - m. Checking Spelling, Saving, Previewing, and Printing the Workbook
 - n. Changing the View of the Worksheet
 - o. What-If Analysis
- IV. Financial Functions, Data Tables, Amortization, Schedules, and Hyperlinks
 - a. Adding Borders to a Range
 - b. Creating Cell Names Based on Row Titles
 - c. Using a Data Table to Analyze Worksheet Data
 - d. Adding a Pointer to the Data Table Using Conditional Formatting
 - e. Creating an Amortization Schedule
 - f. Adding a Hyperlink to the Worksheet
 - g. Printing Sections of the Worksheet
 - h. Protecting the Worksheet
 - i. Formula Checking
- V. Creating, Sorting, and Querying a Table
 - a. Creating a Database
 - b. Adding Computational Fields to a Database
 - c. Guidelines to Follow When Creating a Database
 - d. Using a Data Form to View Records and Change Data
 - e. Sorting a Database
 - f. Displaying Automatic Subtotals in a Database
 - g. Finding Records Using a Data Form
 - h. Filtering a Database Using AutoFilter
 - i. Using a Criteria Range on the Worksheet
 - j. Extracting Records
 - k. More about Comparison Criteria

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| <ul style="list-style-type: none"> I. Using Database Functions m. Printing the Worksheet and Saving the Workbook VI. Creating Templates and Working with Multiple Worksheets and Workbooks <ul style="list-style-type: none"> a. Creating the Template b. Formatting the Template c. Alternative Uses of Templates d. Creating a Workbook from a Template e. Drawing the 3-D Cylinder Chart f. Adding a Chart Title Using the WordArt Tool g. Adding Comments to a Workbook h. Adding a Header, Changing the Margins, and Printing the Workbook i. The Find and Replace Commands j. Consolidating Data by Linking Workbooks VII. Using Macros and Visual Basic for Applications with Excel <ul style="list-style-type: none"> a. Unprotecting a Password-Protected Worksheet b. Recording a Macro and Assigning it to a Toolbar Button and Menu Command g. Adding a Trendline to a Chart | <ul style="list-style-type: none"> c. Creating a Procedure to Automate Data Entry VIII. Formula Auditing, Data Validation, and Complex Problem Solving <ul style="list-style-type: none"> a. Formula Auditing b. Data Validation, Trial and Error, and Goal Seek c. Using Solver to Solve Complex Problems d. Saving the Workbook with Passwords e. Using Scenario Manager to Analyze Data f. Summarizing Scenarios g. Changing the Properties on a Workbook IX. Importing Data, Routing Changes, PivotCharts, PivotTables, and Trendlines <ul style="list-style-type: none"> a. Importing Files b. Exporting Structured Data from Excel c. Preparing the Workbook for Routing d. Reviewing Tracked Changes e. Creating and Formatting PivotCharts and PivotTables f. Merging Workbooks |
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Students with Disabilities

It is the policy of RMCC to accommodate students with disabilities, pursuant to state and federal law. Any student with a disability who needs accommodations, for example in seating placement, examinations, or access to information on the web, should contact the Vice President for Student Affairs' Office, located in the Abernathy Building Room 301, 394-7622 ext.1400.

RMCC Mission

Rich Mountain Community College exists to provide all citizens of the Ouachita Mountain Region with exemplary educational and enrichment opportunities to improve the quality of life and standard of living.

*****All syllabus content subject to change at instructor's discretion*****