BSYS 2051 Modules 1-10 Getting Started Pages

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| For DLS:  Module title in red  Topic title in pink  Page content in black  H1 for heading 1, H2 for heading 2, etc. |

Module 1: Getting Started with Microsoft Office 2007and Excel 2007

(h1)Getting Started with Module 1

In this module, you will get started with Microsoft Excel. You learn how to create and modify simple worksheets.

(H2)Learning Outcomes

* start Excel
* understand and adjust the Excel window and workspace
* use Ribbon features
* use contextual tools
* open, save and close Excel files
* display Excel help information
* print an Excel file
* exit Excel
* understand spreadsheets
* recognize Excel window elements
* navigate Excel worksheets
* plan an Excel workbook
* enter text, numbers and dates
* insert, resize, clear, delete columns and rows
* select ranges of cells
* move and copy a cell range
* insert and delete a cell range
* understand formulas
* enter a simple formula
* understand functions
* enter function arguments
* use the AutoSum tool
* insert, delete, rename, copy and move a worksheet
* edit cell contents
* undo and redo typing
* find and replace cell contents
* use Spell Checker
* display worksheet formulas
* format worksheets for printing
* print worksheets

(H2) Activities

1) Download and unzip textbook data files:

* Getting-Started-Office-2007\_Data.zip
* Excel\_T1\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* OFF 1 - 29
* EX 1 - 46

3) Download and open pre-recorded video clip data files:

* Why Use Excel.xlsx
* Five Common Functions.xlsx

4) View pre-recorded video clips:

* Why Use Excel
* Five Common Functions

5) Complete the following exercises from your textbook:

* Tutorial 1 - Case Problem 1 (pages EX 49 - 50)

- do all parts of the exercise except steps that require printing

* Tutorial 1 - Case Problem 3 (pages EX 52 - 54)

- do all parts of the exercise except steps that require printing

6) Rename each of your completed exercise files to include your last name and first name, in the format: <LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougAltec Bicycles.xlsx"

7) Submit the completed textbook exercise files to the module Drop-Box. <drop-box link>

**Questions about this module? Go to Discussion board to post your questions.**

Module 2: Formatting a Workbook

(h1)Getting Started with Module 2

In this module, we will look at how to change the format of an Excel worksheet.

(H2)Learning Outcomes

* understand the principles of worksheet formatting
* set the typeface, font style, font size and font color of text
* change the colour of cell borders and background
* change the display format of numbers, dates and time
* change the alignment of cells
* copy and paste cell formatting
* apply conditional formatting to cells
* hide rows and columns
* make printouts more readable
* use special formats
* create custom formats

(H2) Activities

1) Download and unzip textbook data files:

* Excel\_T2\_Data.zip
* Excel\_AppA\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* OFF 57 - 101
* EX A11 - A16

3) Download and open pre-recorded video clip data files:

* Formatting Numbers and Rounding.xlsx

4) View pre-recorded video clips:

* Formatting Numbers and Rounding

5) Complete the following exercises from your textbook:

* Tutorial 2 - Case Problem 2 (pages EX 106 - 108)

- do all parts of the exercise except steps that require printing

* Tutorial 2 - Case Problem 3 (pages EX 109 - 110)

- do all parts of the exercise except steps that require printing

6) Rename each of your completed exercise files to include your last name and first name, in the format: <LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougGrillRite Grills Packing Slip.xlsx"

7) Submit the completed textbook exercise files to the module Drop-Box. <drop-box link>

8) Download and open the supplemental exercise files:

* Supplemental2-1.xlsx

9) Complete the following supplemental exercises:

* <link to Supplemental2-1.docx>

10) Rename each of the your completed supplemental exercise files to include your last name and first name, in the format:<LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougSupplemental2-1.xlsx"

11) Submit the completed supplemental exercise files to the module Drop-Box .<drop-box link>

**Questions about this module? Go to Discussion board to post your questions.**

Module 3: Working with Functions and Formulas

(h1)Getting Started with Module 3

In this module, we will examine relative and absolute addressing, and explore creating formulas that use Excel functions.

(H2)Learning Outcomes

* understand and apply relative, absolute and mixed cell references
* understand Excel functions
* use the Insert Function tool and menus
* enter function arguments
* use the AutoFill tool to copy formulas
* use the AutoFill tool to create a series of values
* use the IF function to select between alternatives
* perform logical tests using comparison operators
* use nested functions
* use date functions
* use financial functions
* use text functions

(H2) Activities

1) Download and unzip textbook data files:

* Excel\_T3\_Data.zip
* Excel\_AppA\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* OFF 113 - 151
* EX A1 - A11

3) Download and open pre-recorded video clip data files:

* Mixed References and AutoFill.xlsx

4) View pre-recorded video clips:

* Mixed References and AutoFill

5) Complete the following exercises from your textbook:

* Tutorial 3 - Case Problem 2 (pages EX 155 - 156)

- do all parts of the exercise except steps that require printing

* Tutorial 3 - Case Problem 3 (pages EX 156 - 158)

- do all parts of the exercise except steps that require printing

* Appendix A - Case Problem 2 (pages EX A19 - A20)

- do parts 1, 2, 4, 5, 9

6) Rename each of your completed exercise files to include your last name and first name, in the format: <LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougWizard Works Order Form.xlsx"

7) Submit the completed textbook exercise files to the module Drop-Box. <drop-box link>

Questions about this module? Go to Discussion board to post your questions.

Module 4: Managing Multiple Worksheets and Workbooks; Integrating Excel with Other Windows Programs

(h1)Getting Started with Module 4

In this module, we will be working with workbooks that contain multiple worksheets. We will also learn how to integrate Excel with Microsoft Word documents.

(H2)Learning Outcomes

* modify multiple worksheets at the same time
* reference cells from other worksheets in formulas
* link workbooks
* view multiple workbooks simultaneously
* split the Excel window
* create an Excel workspace
* create a hyperlink
* create workbook templates
* save a workbook as web page
* use named cells
* protect worksheet cells
* link Excel and Word files
* update a linked object
* embed an Excel object in a Word file
* modify an embedded object

(H2) Activities

1) Download and unzip textbook data files:

* Excel\_T6\_Data.zip
* Excel\_T8\_Data.zip
* Excel\_AppB\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* EX 281 - 325
* EX 396 - 407 (skip VLOOKUP examples)
* EX 414 - 418
* EX B1 - B8

3) Download and open pre-recorded video clip data files:

* Split the Excel Window.xlsx

4) View pre-recorded video clips:

* Split the Excel Window.

5) Complete the following exercises from your textbook:

* Tutorial 6 - Case Problem 2 (pages EX 328 - 329)

- do all parts of the exercise except steps that require printing

* Tutorial 6 - Case Problem 3 (pages EX 329 - 331)

- do all parts of the exercise except steps that require printing

* Appendix B - Case Problem 1 (pages EX B11)

- do all parts of the exercise except steps that require printing

6) Rename each of your completed exercise files to include your last name and first name, in the format: <LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougJava Cafe.xlsx"

7) Submit the completed textbook exercise files to the module Drop-Box. <drop-box link>

8) Download and open the supplemental exercise files:

* Supplemental4-1.xlsx
* Supplemental4-2.xlsx

9) Complete the following supplemental exercises:

* <link to Supplemental4-1.docx>
* <link to Supplemental4-2.docx>

10) Rename each of the your completed supplemental exercise files to include your last name and first name, in the format:<LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougSupplemental4-1.xlsx"

11) Submit the completed supplemental exercise files to the module Drop-Box .<drop-box link>

**Questions about this module? Go to Discussion board to post your questions.**

Module 5: Working with Charts and Graphs

(h1)Getting Started with Module 5

In this module, we examine how to generate charts from Excel worksheet data.

(H2)Learning Outcomes

* create and modify pie, column and line charts
* identify chart elements
* create and modify 3D charts
* add shapes, text boxes and WordArt to worksheets
* attach a comment to a cell

(H2) Activities

1) Download and unzip textbook data files:

* Excel\_T4\_Data.zip
* Excel\_T8\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* EX 161 - 205
* EX 418 - 420

3) Download and open pre-recorded video clip data files:

* Chart Tips.xlsx

4) View pre-recorded video clips:

* Chart Tips

5) Complete the following exercises from your textbook:

* Tutorial 4 - Case Problem 1 (pages EX 208 - 209)

- do all parts of the exercise except steps that require printing

* Tutorial 4 - Case Problem 2 (pages EX 209 - 211)

- do all parts of the exercise except steps that require printing

6) Rename each of your completed exercise files to include your last name and first name, in the format: <LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougKenai Fjords Park.xlsx"

7) Submit the completed textbook exercise files to the module Drop-Box. <drop-box link>

8) Complete the following supplemental exercises:

* <link to Supplemental5-1.docx>

9) Rename each of the your completed supplemental exercise files to include your last name and first name, in the format:<LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougSupplemental5-1.xlsx"

10) Submit the completed supplemental exercise files to the module Drop-Box .<drop-box link>

11) Prepare for the Mid-Term Exam: proctored exam (worth 40% of course mark)

**Questions about this module? Go to Discussion board to post your questions.**

Module 6: Working with Excel Tables, PivotTables and Pivot Charts

(h1)Getting Started with Module 6

In this module, we will explore Excel tables and create pivot tables and pivot charts.

(H2)Learning Outcomes

* create an Excel table from a range of cells
* freeze worksheet rows and columns
* add and delete table rows
* add, edit, delete table records
* sort table data
* find table data using filters
* calculate summary statistics on a table
* calculate subtotals on a range of cells
* create a PivotTable from a table or range of cells
* filter PivotTable fields
* sort PivotTable fields
* modify a PivotTable definition
* refresh a PivotTable
* group PivotTable items
* create a PivotChart

(H2) Activities

1) Download and unzip textbook data files:

* Excel\_T5\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* EX 217 - 271

3) Download and open pre-recorded video clip data files:

* Pivot Tables.xlsx

4) View pre-recorded video clips:

* Pivot Tables

5) Complete the following exercises from your textbook:

* Tutorial 5 - Case Problem 2 (pages EX 274 - 275)

- do all parts of the exercise except steps that require printing

* Tutorial 5 - Case Problem 3 (pages EX 275 - 276)

- do all parts of the exercise except steps that require printing

6) Rename each of your completed exercise files to include your last name and first name, in the format: <LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougRing Farm.xlsx"

7) Submit the completed textbook exercise files to the module Drop-Box. <drop-box link>

**Questions about this module? Go to Discussion board to post your questions.**

Module 7: Using Advanced Functions

(h1)Getting Started with Module 7

In this module, we look more closely at logical functions and explore lookup tables.

(H2)Learning Outcomes

* use nested IF functions
* use AND, OR, NOT functions
* perform complex logical tests using the functions AND, OR, and NOT
* use nested IF functions to select between multiple alternatives
* use lookup tables and functions
* check for data entry errors
* summarize data conditionally

(H2) Activities

1) Download and unzip textbook data files:

* Excel\_T7\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* EX 338 - 372

3) Download and open pre-recorded video clip data files:

* AND, OR, NOT Functions.xlsx
* VLOOKUP Function.xlsx

4) View pre-recorded video clips:

* AND, OR, NOT Functions
* VLOOKUP Function

5) Complete the following exercises from your textbook:

* Tutorial 7 - Case Problem 1 (pages EX 386 - 387)

- do parts 1, 2, 3, 4, ,5 ,6, 8, 9)

* Tutorial 7 - Case Problem 3 (pages EX 387 - 388)

- do all parts of the exercise except steps that require printing

6) Rename each of your completed exercise files to include your last name and first name, in the format: <LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougPC Modem.xlsx"

7) Submit the completed textbook exercise files to the module Drop-Box. <drop-box link>

8) Download and open the supplemental exercise files:

* Supplemental7-1.xlsx
* Supplemental7-2.xlsx

9) Complete the following supplemental exercises:

* <link to Supplemental7-1.docx>
* <link to Supplemental7-2.docx>

10) Rename each of the your completed supplemental exercise files to include your last name and first name, in the format:<LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougSupplemental7-1.xlsx"

11) Submit the completed supplemental exercise files to the module Drop-Box .<drop-box link>

**Questions about this module? Go to Discussion board to post your questions.**

Module 8: Working with Date and Time

(h1)Getting Started with Module 8

In this module, you will practice working with dates and times.

(H2)Learning Outcomes

* use serial numbers to represent date and time
* use date and time functions
* enter dates and times into a worksheet
* perform calculations on dates and times
* set data and time display formats

(H2) Activities

1) Download and unzip textbook data files:

* Excel\_T3\_Data.zip
* Excel\_T7\_Data.zip
* Excel\_AppA\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* EX 145 - 146
* EX 348
* EX A14 - A16

3) Download and open pre-recorded video clip data files:

* Date and Time.xlsx

4) View pre-recorded video clips:

* Date and Time

5) Download and open the supplemental exercise files:

* Supplemental8-1.xlsx

6) Complete the following supplemental exercises:

* <link to Supplemental8-1.docx>

7) Rename each of your completed supplemental exercise files to include your last name and first name, in the format:<LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougSupplemental8-1.xlsx"

8) Submit the completed supplemental exercise files to the module Drop-Box .<drop-box link>

**Questions about this module? Go to Discussion board to post your questions.**

Module 9: Working with Financial Functions

(h1)Getting Started with Module 9

In this module, we examine financial functions in Excel.

(H2)Learning Outcomes

* + review the "time value of money"
  + use financial functions: PV, RATE, PMT, NPER, FV, IRR, NPV

(H2) Activities

1) Download and unzip textbook data files:

* Excel\_T3\_Data.zip

2) Read the following pages in your textbook, **New Perspectives Microsoft Office Excel 2007:**

* EX 146 - 150

3) Download and open pre-recorded video clip data files:

* Financial Functions.xlsx

4) View pre-recorded video clips:

* Financial Functions

5) Download and open the supplemental exercise files:

* Supplemental9-1.xlsx

6) Complete the following supplemental exercises:

* <link to Supplemental9-1.docx>

7) Rename each of your completed supplemental exercise files to include your last name and first name, in the format:<LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougSupplemental9-1.xlsx"

8) Submit the completed supplemental exercise files to the module Drop-Box .<drop-box link>

**Questions about this module? Go to Discussion board to post your questions.**

Module 10: Forecasting and What-If Analysis

(h1)Getting Started with Module 10

In this module, our last module in this course, we explore Excel tools used for forecasting and what-if analysis.

(H2)Learning Outcomes

* use trendlines to forecast the future
* solve business problems with Goal Seeking
* use Goal Seeking directly with graphs
  + use Solver to solve complex business problems

(H2) Activities

1) Download and open pre-recorded video clip data files:

* Trendlines.xlsx
* Goal Seeking.xlsx
* Solver.xlsx

2) View pre-recorded video clips:

* Trendlines
* Goal Seeking
* Solver

3) Download and open the supplemental exercise files:

* Supplemental10-1.xlsx
* Supplemental10-2.xlsx
* Supplemental10-3.xlsx

4) Complete the following supplemental exercises:

* <link to Supplemental10-1.docx>
* <link to Supplemental10-2.docx>
* <link to Supplemental10-3.docx>

5) Rename each of your completed supplemental exercise files to include your last name and first name, in the format:<LastName><FirstName><ExerciseFileName>.xlsx, for example: "HiltonDougSupplemental10-1.xlsx"

6) Submit the completed supplemental exercise files to the module Drop-Box .<drop-box link>

7) Prepare for the Final Exam: proctored exam (worth 50% of course mark).

**Questions about this module? Go to Discussion board to post your questions.**