

Las Positas College
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Course Outline for CIS 54

EXCEL: INTRO TO SPREADSHEETS

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 54 — EXCEL: INTRO TO SPREADSHEETS — 4.00 units

Introductory level spreadsheet class using Microsoft Excel to create a variety of spreadsheets with emphasis on business application programs. Identification of an Excel worksheet, adding numbers and text to a worksheet, calculations using functions and formulas, modify, change and format cell entries, save, retrieve and print a worksheet. Includes functions, templates, data query, charts, and macros.

3.00 Units Lecture 1.00 Units Lab

Strongly Recommended

CIS 50 - Intro to Computing Info Tech

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	54.00
Lab Hours:	54.00
Total Hours:	108.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

A. CIS50

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Analyze, create, edit, save, print and debug simple spreadsheets for business data processing applications;
- B. Develop proficiency in planning and producing spreadsheets;
- C. Manipulate spreadsheet data files;
- D. Use formulas and functions to analyze data for different business applications;
- E. Use Excel's database management features to maintain lists;
- F. Integrate worksheet data with other applications and create web pages;
- G. Create and print graphs from spreadsheet data;
- H. Use Visual Basic to enhance worksheets.

V. CONTENT:

- A. Getting Started with Excel
 - 1. Define spreadsheet software
 - 2. Start Excel
 - 3. View the Excel window
 - 4. Open and save a worksheet
 - 5. Enter labels and values
 - 6. Name and move a sheet
 - 7. Preview and print a worksheet
 - 8. Get Help
 - 9. Close a workbook and exit Excel
- B. Formatting a Workbook
 - 1. Plan and design a worksheet
 - 2. Use fonts and font sizes
 - 3. Change attributes and alignment
 - 4. Adjust column widths
 - 5. Insert and delete rows and columns
 - 6. Apply colors, patterns and borders

7. Use conditional formatting
8. Check spelling
- C. Working with Formulas and Functions
 1. Enter formulas
 2. Create complex formulas
 3. Introduce Excel functions
 4. Copy and move cell entries
 5. Understand relative and absolute cell references
 6. Copy formulas with relative cell references
 7. Copy formulas with absolute cell references
 8. Format values
- D. Working with Charts and Graphics
 1. Create a chart
 2. Move and resize a chart
 3. Edit a chart
 4. Format a chart
 5. Enhance a chart
 6. Annotate and draw on a chart
 7. Preview and print a chart
- E. Working with Excel Tables, PivotTables, and PivotCharts
 1. Sorting Alphabetical Data
 2. Convert Text into Columns
 3. Apply Conditional Formatting Using Data Bars
 4. Insert a Table and Filter Data
 5. Filtering a Table
 6. Filtering and Sorting on Two Tables
 7. Filtering by Using Text and Number Filters
 8. Creating a PivotTable
 9. Refreshing the Pivot Table
 10. Establishing a Custom Calculation and Formatting the PivotTable
 11. Creating a Pivot Chart
- F. Managing Multiple Worksheets and Workbooks
 1. Consolidate Workbooks
 2. Share and Merge Workbooks
 3. Creating a Shared Workbook
 4. Entering Data into a Shared Workbook
 5. Display the Compare and Merge Button
 6. Merge Worksheets
- G. Developing an Excel Application
 1. Create and Run a Macro
 2. Accessing the Developer Tab
 3. Creating a Macro
 4. Running the Macro
 5. Opening a Document that Contains a Macro
 6. Editing a Macro with VBA Code
- H. Using Advanced Features
 1. Developing a Financial Analysis
 2. Performing What-If Analyses
 3. Connecting to External Data
 4. Working with Text Functions and Creating Custom Formats
 5. Working with Enhanced Formatting Tools
 6. Integrating Excel with Other Windows Programs

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Classroom discussion
- C. Lab presentation and classroom demonstration
- D. Discussion boards
- E. Reading assignments and student research on the web
- F. PowerPoint presentations
- G. Chat rooms
- H. Hands-on step-by-step assignment laboratory assignments using the world wide web

VII. TYPICAL ASSIGNMENTS:

- A. Read chapter and complete step-by-step tutorial
- B. Hands on lab assignment, such as; 1. Enter labels and values for a monthly budget 2. Enter formulas to calculate the total expenses and profit 3. Format the worksheet to align values and enhance row/column headings

VIII. EVALUATION:

A. **Methods**

1. Exams/Tests
2. Quizzes
3. Projects
4. Class Participation
5. Lab Activities
6. Other:
 - a. Methods
 1. Quizzes and final examination
 2. Graded hands-on lab assignments
 3. Relevant active participation

B. **Frequency**

1. Frequency
 - a. Weekly laboratory exercises
 - b. Term project
 - c. Quizzes
 - d. Midterm examination
 - e. Final examination

IX. TYPICAL TEXTS:

1. Parsons/Oja/Ageloff/Carey *New Perspectives on Microsoft Office Excel 2007 Comprehensive.*, Course Technology, 0.
2. Hakola/Rittman *Microsoft Excel 2007: Comprehensive.*, Labyrinth Learning, 2007.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Storage media, e.g., floppy disks, USB flash memory drive, zip disk, CD-RW
- B. Go Print card