

Microsoft Excel 2007 - COSC 1702 20 / 5690
Fall 2009 – Session 2
Dr. John Eigenauer

Please read the following before starting the class.

General Information

Your assignments must be completed using Microsoft Excel 2007. Earlier versions of Microsoft Excel will not work. You may NOT use MS Excel 2003 or any other version except MS Excel 2007. Plan to spend approximately five to seven hours a week on the course.

Catalog Description

This course is an introduction to electronic spreadsheets in the Microsoft Windows environment. Students will learn the operation and features of Microsoft Excel to solve common problems in the business environment.

Advisory: None.

Learning Outcomes

Upon successful course completion, the student will be able to utilize Excel 2003 to complete the following tasks with a high degree of accuracy and efficiency:

- Enter, edit, move, and copy cell contents including text, numbers, and formulas
- Apply and modify cell formats
- Modify row and column settings and formats
- Apply styles
- Modify page setup options for worksheets
- Preview and print worksheets and workbooks
- Create and modify formulas
- Use absolute cell references in formulas
- Use 3-D references in formulas
- Use statistical, date and time, financial, table, logical, and database functions
- Create, modify, and print charts
- Create, modify, and position graphics
- Add, delete, and rearrange sheets in a workbook
- Create a worksheet database
- Sort and filter database lists
- Create and apply a template

Instructor Contact Information/Office Hours

E-mail: jeigenauer@taft.org
Telephone/Voice mail: (661) 763-7722

On-campus office: GYM
Office Hours: MWF 10-11 and T 1-3.
Textbook and Course Materials

Textbook: *Microsoft Excel 2007 Complete Concepts and Techniques* by Shelly, Cashman, and Quasney. The text is available in the college bookstore and on-line from a number of sources. **You will need to purchase the text. ISBN: 1-4188-4343-1.**

Software Requirements: Your worksheets must be created using Microsoft Excel 2007. Previous versions of Excel will not work for this course.

Optional Materials: Two (2) floppy diskettes. If you work on your own PC, I suggest saving your worksheets to your computer's hard drive. Diskettes are necessary ONLY if you will be using computers in the Taft College or TCI computer labs, Learning Resource Center, or another PC that prohibits you from saving to the hard drive. Completed assignments may be sent via email to the instructor.

Grading Policy

Your grade in this class is based upon the following assessments:

Projects: Six assignments of 100 points each.

Final Exam: One final exam worth 100 points.

You can earn a maximum of 700 points in this class. No points are available for extra credit activities. Your course grade will be determined by the percentage of the points you earn divided by the total number of points possible.

All activities must be submitted by 5:30 p.m. Pacific Time of the due date listed on the calendar. I will accept late assignments submitted within one week of the original due date. There will be a 10% point reduction assessed for missing the original due date. I will not accept activities submitted more than one week past the original due date. Assignments more than one week late receive zero points. All activities must be completed and submitted by 11:30 p.m. (Pacific Time) of the last day of class.

Grading Scale	
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Incomplete Policy

I will assign a grade of Incomplete ("I") ONLY when extenuating circumstances beyond your control prevent you from completing the course AND you have made satisfactory progress prior to the event. Extenuating circumstances include illness, accidents, death in the family, etc. Please contact me if any of these circumstances apply.

Attendance Policy

It is **YOUR** responsibility to drop the class. Failure to do so may result in a failing grade. Consult the class calendar for drop deadlines.

Academic Honesty

You are expected to submit your own work in this class. No sharing of files is permitted. It is NEVER acceptable to submit another student's work as your own or permit another student to submit your work. Instances of academic dishonesty will result in failure of the course. All acts of academic dishonesty will be referred to the Vice President of Instruction and/or the Vice President of Student Services for resolution.

Course Procedures

This course relies very heavily on the textbook. Read the assigned textbook project and complete the sample textbook project as assigned (each chapter). Although this activity is not submitted for grading, you will need to complete the sample project to gain the skills necessary to successfully and efficiently complete the assigned lab projects.

Course Calendar

Due Dates	Activities
<p>October 27</p>	<p>Project 1 Creating a Worksheet and Embedded Chart (Ex 2 through EX 69) Do not hand in this portion of the assignment.</p> <p>In the Lab 1 Annual Cost of Goods Worksheet (Ex 74-75 steps 1-11) Print two pages and hand in:</p> <ul style="list-style-type: none"> • Page Ex 75 steps 9 and 11 <p>In the Lab 2 Annual Sales Analysis Worksheet (Ex 75-77 steps 1-12) Print two pages and hand in:</p> <ul style="list-style-type: none"> • Page Ex 77 steps 7 and 8 <p>In the Lab Project 3 College Cost and Financial Support Worksheet (Ex 77-79) Print five pages and hand in:</p> <ul style="list-style-type: none"> • Page Ex 78 Part 1 (2 pages) • Page Ex 78 Part 2 (1 page) • Page Ex 78-79 Part 3 (2 pages). <p>Cases and Places page Ex 80 exercise #3: Create a 3-D Pie Chart to Analyze Quarterly Revenue. Print one page and hand in.</p> <p>Total number of pages to be submitted: TEN (10).</p>
<p>October 27</p>	<p><i>Last day to withdraw from class with no notation</i></p>
<p>November 3</p>	<p>Project 2 Formulas, Functions, Formatting, and Web Queries (Ex 82-141). Skip the sections titled Importing External Data from a Web Source Using a Web Query, pages Ex 137-140, and E-Mailing a Workbook from within Excel, pages Ex 142-143. Do not hand in this portion of the assignment (Ex 82-144).</p> <p>In the Lab 1 Sales Analysis Worksheet (Ex 149-151) Print five pages and hand in:</p> <ul style="list-style-type: none"> • Page Ex 151 steps 16 (two pages), 17, part 2, and part 3. <p>In the Lab 2 Balance Due Worksheet (Ex 151-154) Print five pages and hand in:</p> <ul style="list-style-type: none"> • Page Ex 152 step 12 (2 pages) • Page Ex 154 step 5 (1 page) • Page Ex 154 step 7 (2 pages) • Do not do Lab 3: Equities Web Query <p>Cases and Places #1, page Ex 156. Print one page.</p> <p>Total number of pages to be submitted: ELEVEN (11).</p>

<p>November 10</p>	<p>Project 3 What-If Analysis, Charting, and Working with Large Worksheets (Ex 162-228). Do not hand in Ex 162-228.</p> <p>In the Lab 1 Eight-Year Financial Projection, Parts 1, 2, and 3 (Ex 212-215). Print five pages and hand in:</p> <ul style="list-style-type: none"> • Page Ex 235 step 12 (2 pages) [Print pages where the instructions read "Preview"]. • Page Ex 236 part 2 (2 pages) [Step 5, sheets: "Eight-Year Financial Projection" and "3-D Cylinder Chart"]. • Page Ex 237 part 3 (1 page) [Step 2: Print the workbook once you reach a "margin of 40.68% in cell B6".] <p>In the Lab 2 Modifying a Weekly Payroll Worksheet, Parts 1-3 (Ex 237-241). Print six pages and hand in:</p> <ul style="list-style-type: none"> • Page Ex 240 step 23 (1 page) [Print where the instructions say "Preview"]. • Page Ex 240 step 26 [Print 1 page where the instructions say "Preview"]. • Page Ex 240 part 2 (2 pages) [Print the two cases in which the results are \$106.78 and \$166.73, as per the instructions in Part 2]. • Page Ex 218 part 3 (2 pages) <p>In the Lab 3 Analysis of Indirect Expense Allocations, Parts 1-3 (Ex 241-244) (six pages in this section)</p> <ul style="list-style-type: none"> • Page Ex 243, Part 1, Step 14, print two pages where instructions say "Preview". • Page Ex 243, Part 2, print one page (the pie chart described in Part 2). • Page Ex 244, Part 3, Step 1, print two pages (one for each case described in step 1). • Page Ex 244, Part 3, Step 2, Print one page after following instructions in Step 2. <p>Total number of pages to be submitted: SEVENTEEN (17).</p>
<p>November 17</p>	<p><i>Last day to withdraw from class with a "W"</i></p>

<p>November 17</p>	<p>Project 4 Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks. Do not hand in Ex 266-321.</p> <p>In the Lab 1 401(k) Planning Sheet (Retirement Savings Model), (Ex 327). In lab 1 you should print 7 pages.</p> <ul style="list-style-type: none">• Step 10 (1 page)• Step 11 (1 page)• Step 14 (2 pages)• Step 15 (3 pages) <p>In lab 2 (Quarterly Income Statement and Break-Even Analysis) you should print 4 pages.</p> <ul style="list-style-type: none">• Step 13 (2 pages)• Step 15 (2 pages) <p>In the Lab 3 Loan Analysis and Amortization Schedule (eLoans Unlimited) (Ex 332-334). You should print 5 pages.</p> <ul style="list-style-type: none">• Step 13 (2 pages)• Step 14 (1 page)• Step 15 (2 pages) <p>Cases and Places #1 (Break-Even Analysis). Print the finished worksheet and the formulas version. Print 2 pages.</p> <p>Total number of pages to be submitted: 18 (eighteen).</p>
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<p>November 24</p>	<p>Project 5 Creating, Sorting, and Querying a Table (Ex 338-399) Do not hand in Ex. 338-399.</p> <p>In the Lab 1 Creating, Filtering and Sorting a Table and Determining Subtotals, Parts 1-5 (Ex 405-408) (Whitman Publishing).</p> <p>Print the following:</p> <ul style="list-style-type: none"> • Part 1, step 7 (print one page) • Part 2. In part 2 you will print 12 pages: one for each filter in table 5-7 (page Ex 407) • In part 3 you will print 7 pages: one for each step in part 3, page Ex 407 (middle of page). • In part 4 you will print 3 pages (follow instructions in step 2, part 4). • Do not do Part 5. <p>In the Lab 2 Sorting, Finding, and Advanced Filtering, Parts 1, 2, and 4 (Ex 408-411). Print the following:</p> <ul style="list-style-type: none"> • Part 1 steps 2a, 2b, 2c (3 pages). • In part 2 you will print 4 pages, one for each step in part 2. • In part 3 you will print 4 pages, one for each step (3a, 3b, 3c, 3d). • Part 4 (print one page), step 4. <p>Total number of pages to be submitted: THIRTY-FIVE (35) printed pages.</p>
<p>December 1</p>	<p>Project 6 Creating Templates and Working with Multiple Worksheets and Workbooks (Ex 418-491). Do not hand in Ex 418-491.</p> <p>In the Lab 1 Using a Template to Create a Multiple Sheet Worksheet. Print the following:</p> <ul style="list-style-type: none"> • Part 1, step 6 (print 4 pages). • Part 2, step 8 (print 5 pages) • Do not do part 3. <p>Cases and Places #3. You should print 4 pages: one for the State Street Store, one for the Western Avenue Store, one for the entire company (a combination of the two stores), and the chart mentioned at the bottom of Ex 504).</p> <p>Total number of pages to be submitted: Thirteen (13)</p>
<p>December 8</p>	<p>Final Exam due. Please submit request to receive final exam by December 1.</p>

