



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

MS EXCEL 2007 – CORE to EXPERT LEVEL - OA 2270 DE 3(0-0-5) 75 HOURS

Instructor	Sharron Barr	Phone	539-2979 (office) 897 – 6676 (cell – text) 532-9236 (home)
Office	A313B Monday – Thursday 1 p.m. – 3 p.m. (780-539-2979) Monday – Thursday 6 p.m. – 8 p.m. (780-897-6676)	E-mail	sbarr@gprc.ab.ca
Contact Hours	Monday – Thursday 6 p.m. – 8 p.m. (e-mail or text immediate response)		

You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course.

Prerequisite(s)/corequisite(s):

None

Required Computer Hardware & Software:

Microsoft Office Professional Suite 2007 including Word 2007, Excel 2007, Access 2007, PowerPoint 2007, and Outlook 2007.

Windows Vista or XP Operating System

Internet

E-mail

PC System Minimum Requirements

- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- Hard Disk Space: 175 MB Free
- RAM: 128 MB
- Video: SVGA (800x600) with 16-bit video driver
- Network Card: 32-bit

Printer Minimum Requirements

According to Computer Peripherals, Inc. (CPI), to use the printer cartridge with Microsoft Windows, printers must have a minimum of 1.5 megabytes of memory. Printers may require 2.5 megabytes to process some complicated graphic files.

Required Text/Resource Materials:

Grauer, *Exploring Microsoft Excel 2007 Comprehensive*, Exploring Series, Pearson, 2008

Description:

This course teaches core to expert concepts and techniques in Microsoft Excel 2007 through written instruction, PowerPoint demonstrations, hands-on practical exercises, and MyITLab (www.prenhall.com/myitlab) on-line interactive student resource.

Credit/Contact Hours: 75hours

Delivery Mode(s): Internet Delivery. Blackboard Resources. MyITLab

Objectives:

Students will demonstrate the ability use Excel to:

- Plan and design a worksheet
- Identify Excel window components
- Enter and edit data in cells
- Describe and use symbols and the order of precedence
- Display cell formulas
- Insert and delete rows and columns
- Use cell ranges: move, copy, paste, paste special, autofill
- Manage worksheets
- Format worksheets
- Print
- Manage cell comments
- Create and copy formulas
- Use relative and absolute cell referencing
- Use AutoSum
- Insert basic statistical, date, IF, VLOOKUP, PMT, and FV functions
- Freeze rows and columns
- Hide and unhide rows, columns, worksheets
- Protect a cell, a worksheet, and a workbook
- Control calculation

- 📄 Print large worksheets
- 📄 Explore basic table management
- 📄 Sort data
- 📄 Filter and total data
- 📄 Separate and combine text
- 📄 Manipulate text with functions
- 📄 Identify and remove duplicate rows
- 📄 Group and subtotal data
- 📄 Work with windows
- 📄 Use conditional functions
- 📄 Create nested IF function
- 📄 Use AND, OR, NOT, and IFERROR functions
- 📄 Define amortization and use amortization tables
- 📄 Consolidate data from multiple worksheets
- 📄 Define the three-dimensional workbook
- 📄 Line workbooks
- 📄 Create the documentation worksheet
- 📄 Restrict values to a drop-down list
- 📄 Audit formulas
- 📄 Set up a Watch Window
- 📄 Create a one-variable and then two-variable data table
- 📄 Solve problems with Goal Seek
- 📄 Track changes
- 📄 Enable simultaneous changes by multiple users
- 📄 Save workbooks in different formats
- 📄 Copy data to Word and PowerPoint
- 📄 Finalize documents
- 📄 Prepare workbooks for distribution
- 📄 Understand Excel options
- 📄 Work with the Quick Access Toolbar
- 📄 Add add-ins

Course Policy

Assignments are due on the dates set by instructor. Late assignments not accepted.

- Assignments are to be e-mailed as attachments by 8 p.m. on the deadline date.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) ARE DUE the next day after they are marked by 8 p.m.
- Examination materials will be made available on Blackboard on the dates and times specified on the grade sheet. If this time is unacceptable, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Examination work can be submitted as an e-mail attachment or placed in the drop box in Blackboard.
- The final examination will be a 6 hour practical exam. The exam will run in 3 hour time slot as scheduled between the instructor and student. Examination materials will be made available on Blackboard during the scheduled examination time.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Chapter tests and Final Exam.
- Marks sheet will be maintained by the instructor and forwarded to students as attachments with updates as work is completed.

Grading Criteria:

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Hands-on Chapter Exercises	10%
Chapter End Multiple Choice	CR
End of Chapter Practice Exercises	20%
Chapter Tests	40%
Final Practical Hands-on Exam	30%

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Week

Reading and Assignments

Requirements Due

1



Carefully Read to Understand:



- o Course Welcome
- o Course Outline
- o Course Schedule



Create OA227DE Folder on C: drive



Inside that folder Create a Chapter 1 Excel Folder and copy the data files from Blackboard to this folder. Also copy the Lecture notes that accompany this chapter. These are Word files and can be printed for quick reference.



Read Microsoft Office Fundamental – Text p. xxi to p. 1 – 52 Please SKIP exercises.



View Office Fundamentals PowerPoint (BlackBoard)



Chapter 1 – Introduction to Excel start p. 71

- o READ and DO Hands-on exercises 1-3
- o SUBMIT the file *chap1_ho3_jake_solution* workbook p. 109
- o DO Hands-on Exercise 4 SUBMIT a formula view p. 117 *chap1_ho4_jake_solution*
- o DO Multiple Choice p. 120 and SUBMIT Question # and Letter answer in an e-mail.
- o DO Practices Exercises 1, 2, 3, 4 p. 122 - 127

Chapter 1:

Hands-on Exercises 1 to 4 & Multiple Choice by Friday 8 p.m. (**Week 1**)

Practical Exercises 1 to 4 by Monday, 8 p.m (**Week 2**)

Mid-Level Exercises by

Wednesday, 8 p.m. (**Week 2**)








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CHAPTER 1 TEST – FRIDAY, WEEK 2, 6 – 8 p.m.

See Week 1 – Chapter 1 Assignment Deadlines



NO WORRIES - you are one smart tomatoe

Week	Reading and Assignments	Requirements Due
3	<p> Chapter 2 – Formulas and Functions start p. 139</p> <ul style="list-style-type: none"> ○ READ and DO Hands-On Exercises 1-4 ○ SUBMIT the files (when complete): ○ <i>chap2_ho1_payroll_solution</i> workbook ○ <i>chap2_ho2_payroll_solution</i> p. 155 ○ <i>chap2_ho3_gradebook_solution</i> ○ <i>chap2_ho4_van_solution</i> ○ DO Multiple Choice p. 171 and SUBMIT Question # and Letter answer in an e-mail. <p> DO Practices Exercises 1, 2, 3, 4 p. 173 – 178</p> <p> DO Midlevel Exercises 1, 2, 3, 4, p. 179 – 183</p>	<p>Chapter 2:</p> <p>Hands-on Exercises 1 to 4 & Multiple Choice by Friday 8 p.m. (Week 3)</p> <p>Practical Exercises 1 to 4 by Monday, 8 p.m (Week 4)</p> <p>Mid-Level Exercises by Wednesday, 8 p.m. (Week 4)</p>
4	<p>CHAPTER 2 TEST, FRIDAY, WEEK 4, 6 – 8 p.m.</p>	<p>See Week 3 – Chapter 2 Assignment Deadlines</p>  <p>NO WORRIES - you CAN do It</p>
5	<p> Chapter 3 – Charts start p. 189</p> <ul style="list-style-type: none"> ○ READ and DO Hands-On Exercises 1-3 ○ SUBMIT the files (when complete): ○ <i>chap3_ho1_sales_solution</i> workbook ○ <i>chap3_ho2_sales_solution</i> ○ <i>chap3_ho3_memo_solution</i> ○ DO Multiple Choice p. 227 and SUBMIT Question # and Letter answer in an e-mail. <p> DO Practices Exercises 1, 2, 3, 4 p. 229 - 234</p> <p> DO Midlevel Exercises 1, 2, 3, 4, 5 p. 235 – 239</p>	<p>Chapter 3:</p> <p>Hands-on Exercises 1 to 3 & Multiple Choice by Friday 8 p.m. (Week 4)</p> <p>Practical Exercises 1 to 4 by Monday, 8 p.m (Week 5)</p> <p>Mid-Level Exercises by Wednesday, 8 p.m. (Week 5)</p>
5	<p>CHAPTER 3 TEST, FRIDAY, WEEK 5, 6 – 8 p.m.</p>	<p>See Week 4 – Chapter 3 Assignment Deadlines</p> <p>HIT IT OUT OF THE PARK</p>






Week

Reading and Assignments

Requirements Due

6

-  Chapter 4 – Working with Large Worksheets and Tables start p. 245
 - READ and DO Hands-On Exercises 1-2
 - SUBMIT the files (when complete):
 - *Chap4_ho1_band_solution* workbook
 - *Chap4_ho2_band_solution*
 - DO Multiple Choice p. 286 and SUBMIT Question # and Letter answer in an e-mail.
-  DO Practices Exercises 1, 2, 3, 4 p. 288 - 293
-  DO Midlevel Exercises 1, 2, 3, 4 p. 294 – 298

Chapter 4:
 Hands-on Exercises 1 to 2 & Multiple Choice by Friday 8 p.m. **(Week 6)**
 Practical Exercises 1 to 4 by Monday, 8 p.m **(Week 7)**
 Mid-Level Exercises by Wednesday, 8 p.m. **(Week 7)**

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CHAPTER 4 TEST, FRIDAY, WEEK 7, 6 – 8 p.m.

See Week 6 – Chapter 4 Assignment Deadlines



Score!

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-  Chapter 5 – Data to Information start p. 305
 STOP  p. 339
 - READ and DO Hands-On Exercises 1-2
 - SUBMIT the files (when complete):
 - *Chap5_ho1_hremployee_solution* workbook
 - *Chap5_ho2_hremployee_solution*
 - DO Practices Exercises 1, 2 p. 362 - 364
 - DO Midlevel Exercises 1 p. 369

Chapter 5:
 Hands-on Exercises 1 to 2 by Friday 8 p.m. **(Week 8)**
 Practical Exercises 1 to 4 by Monday, 8 p.m **(Week 9)**
 Mid-Level Exercises by Wednesday, 8 p.m. **(Week 9)**





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CHAPTER 5 TEST, FRIDAY, WEEK 9, 6 – 8 p.m.

See Week 8 – Chapter 5 Assignment Deadlines



Piece of Cake!

Week	Reading and Assignments	Requirements Due
10	<p> Chapter 6 – Data Tables & Amortization Tables start p. 379</p> <ul style="list-style-type: none"> ○ READ and DO Hands-On Exercises 1-4 ○ SUBMIT the files (when complete): ○ <i>Chap6_ho1_textstrings_solution</i> ○ <i>Chap6_ho2_band_solution</i> ○ <i>Chap6_ho3_classiccars_solution</i> ○ <i>Chap6_ho4_amoritzation_solution</i> ○ DO Practices Exercises 1, 2 p. 362 - 364 ○ DO Midlevel Exercises 1 p. 369 	<p>Chapter 6:</p> <p>Hands-on Exercises 1 - 4 & Multiple Choice by Friday 8 p.m. (Week 10)</p> <p>Practical Exercises 1 to 4 by Monday, 8 p.m (Week 11)</p> <p>Mid-Level Exercises 1 – 4 by Wednesday, 8 p.m. (Week 11)</p>
11	<p>CHAPTER 6 TEST, FRIDAY, WEEK 11, 6 – 8 p.m.</p>	<p>See Week 10 – Chapter 6 Assignment Deadlines</p>
		
		<p>It's a Slam Dunk</p>
12	<p> Chapter 7 – Data Consolidation, Links and Formula Auditing start p. 445</p> <ul style="list-style-type: none"> ○ READ and DO Hands-On Exercises 1-3 ○ SUBMIT the files (when complete): ○ <i>Chap7_ho1_summary_solution</i> ○ <i>Chap7_ho2_linking_solution</i> ○ <i>Chap7_ho3_jas_solution</i> ○ DO Multiple Choice p. 489 ○ DO Practices Exercises 1 - 4 p. 491 - 496 ○ DO Midlevel Exercises 1 – 4 p. 497 - 501 	<p>Chapter 7:</p> <p>Hands-on Exercises 1 - 3 & Multiple Choice by Friday 8 p.m. (Week 12)</p> <p>Practical Exercises 1 to 4 by Monday, 8 p.m (Week 13)</p> <p>Mid-Level Exercises 1 – 4 by Wednesday, 8 p.m. (Week 13)</p>
13	<p>CHAPTER 7 TEST, FRIDAY, WEEK 13, 6 – 8 p.m.</p>	<p>See Week 12 – Chapter 7 Assignment Deadlines</p>
		
		<p>Your a Knock OUT!</p>

Week	Reading and Assignments	Requirements Due
14	<p>📖 Chapter 8 – What-If Analysis start p. 507 STOP</p> <p>🛑 p. 515 at Goal Seek</p> <ul style="list-style-type: none"> ○ READ and DO Hands-On Exercises 1, 2 ○ SUBMIT the files (when complete): ○ <i>Chap8_ho1_suv_solution</i> ○ <i>Chap8_ho2_gss_solution step one ONLY</i> ○ DO Practices Exercises 3 p. 546 ○ DO Midlevel Exercises 2 p. 550 	<p>Chapter 7:</p> <p>Hands-on Exercises 1 Friday 8 p.m. (Week 14)</p> <p>Practical Exercises 1 to 4 by Friday, 8 p.m (Week 14)</p> <p>Mid-Level Exercises 1 – 4 by Wednesday, 8 p.m. (Week 14)</p>
15	<p>FINAL PRACTICAL EXAM</p> <p>This exam will be 6 hours in length and is scheduled for 2 hours Monday, Tuesday & Wednesday from 6 p.m. – 8 p.m. of week 15.</p>	

NOTE: THERE IS NO CHAPTER 8 TEST - SORRY

A Final Grade for this course will be available 3 days after the final exam is complete.

