



# Grande Prairie Regional College

## Department of Office Administration

### COURSE OUTLINE – FALL 2008

#### MS EXCEL 2007 – COMPREHENSIVE - OA 2271M2 3(0-0-5) 75 HOURS

Tuesday and Thursday 1:00 – 2:20 p.m. and Friday 11:30 a.m. – 1:00 p.m. Room A307

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	780-539-2979 (office) 780-897 – 6676 (cell – text) 780-532-9236 (home)
<b>Office</b>	A313B or E309		<a href="mailto:sbarr@gprc.ab.ca">sbarr@gprc.ab.ca</a>
<b>Contact Hours</b>	Tuesday – Thursday 11:30 a.m. – 1:00 p.m. (780-539-2979) Tuesday – Thursday 6 p.m. – 3 p.m.(780-897-6676 or 780-532-9236) Tuesday – Thursday 6 p.m. – 3 p.m.(digital drop box 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.

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#### **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**

**Digital drop box**

#### **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](http://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 digital drop boxed as attachments by 3 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 3 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 in the digital drop box in Blackboard.
- The final examination will be a 7 hour practical exam.
- 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 in 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**

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

## Week

## Reading and Assignments

## Requirements Due

1


September 4 - 5


 Carefully Read to Understand:


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




 Create OA2271 M2 Folder on H: 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 to the digital drop box.
- o DO Practices Exercises 1, 2, 3 p. 122 - 127

Chapter 1:

Hands-on Exercises 1 to 4

Multiple Choice

Friday, September 5, 3 p.m.

(Week 1)

Practical Exercises 1, 2, 3

Thursday, September 11, 3 p.m.

(Week 2)

2

September 8 - 12

### **CHAPTER 1 TEST**

**Friday, September 12, 11:30 – 1:00 p.m.**

See Week 1 – Chapter 1  
Assignment Deadlines



**NO WORRIES - you are one smart tomatoe**

## Week

## Reading and Assignments

## Requirements Due

3

September 15 - 19

- 📁 Chapter 2 – Formulas and Functions start p. 139
  - READ and DO Hands-On Exercises 1-4
  - SUBMIT the files (when complete):
  - *chap2\_ho1\_payroll\_solution* workbook
  - *chap2\_ho2\_payroll\_solution* p. 155
  - *chap2\_ho3\_gradebook\_solution*
  - *chap2\_ho4\_van\_solution*
  - DO Multiple Choice p. 171 and SUBMIT Question # and Letter answer in an digital drop box.

📁 DO Practices Exercises 1, 2, 3, 4 p. 173 – 178

📁 DO Midlevel Exercises 1, 2, 4, p. 179 – 183

Chapter 2:  
Hands-on Exercises 1 to 4  
Multiple Choice  
Friday, September 19, 3 p.m.  
**(Week 3)**  
Practical Exercises 1 to 4  
Tuesday, September 23, 3 p.m.  
**(Week 4)**  
Mid-Level Exercises 1 – 4  
Friday, September 24, 3 p.m.  
**(Week 4)**

4

September 22 - 26

Chapter 2 Continued

See Week 3 – Chapter 2 Assignment  
Deadlines



**NO WORRIES - you CAN do It**

5

Sept. 29 – October 3

- 📁 Chapter 3 – Charts start p. 189
  - READ and DO Hands-On Exercises 1-3
  - SUBMIT the files (when complete):
  - *chap3\_ho1\_sales\_solution* workbook
  - *chap3\_ho2\_sales\_solution*
  - *chap3\_ho3\_memo\_solution*
  - DO Multiple Choice p. 227 and SUBMIT Question # and Letter answer in an digital drop box.

📁 DO Practices Exercises 1, 2, 3, 4 p. 229 - 234

📁 DO Midlevel Exercises 1, 2, 3, 4, 5 p. 235 – 239

Chapter 3:  
Hands-on Exercises 1 to 3  
Multiple Choice  
Thursday, October 2, 3 p.m. **(Week 5)**  
Practical Exercises 1, 2, 3  
Tuesday, October 7, 3 p.m. **(Week 6)**  
Mid-Level Exercises 1, 2, 3, 4, 5  
Friday, October 10, 3 p.m. **(Week 6)**

### **CHAPTER 2 TEST**

**Tuesday, September 30, 11:30 – 1:00 p.m.**

## Week

## Reading and Assignments

## Requirements Due

6

October 13 - 17

- 📄 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 digital drop box.
- 📄 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  
Thursday, October 16, 3 p.m. (Week 6)  
Practical Exercises 1 to 4  
Friday, October 17, 3 p.m. (Week 6)  
Mid-Level Exercises 1 – 4  
Thursday, October 23, 3 p.m. (Week 7)

### CHAPTER 3 TEST

Thursday, October 16, 11:30 – 1:00

See Week 6 – Chapter 4 Assignment Deadlines



**Score!**

7

October 20 - 24

### Chapter 4 Continued

### CHAPTER 4 TEST

Friday, October 24, 11:30 – 1:00




**Hit it out of the park**

See Week 6  
Chapter 4 Assignment Deadlines

8

October 27 - 31

- 📄 Chapter 5 – Data to Information start p. 305  
STOP  p. 339
  - READ and DO Hands-On Exercises 1-3
  - 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 - 2  
Thursday, October 30, 3 p.m. (Week 8)  
Practical Exercises 1 -2  
Friday, October 31, 3 p.m. (Week 8)  
Mid-Level Exercise 1  
Friday, October 31, 3 p.m. (Week 8)

# Week

# Reading and Assignments

# Requirements Due

9

November 3 - 7

## CHAPTER 5 TEST

Thursday, November 6, 1 – 2:30 p.m.

Week 9 – Chapter 6 Assignment  
Deadlines



**Piece of Cake!**

Chapter 6 – Data Tables & Amortization Tables  
start p. 379

- READ and DO Hands-On Exercises 1-4
- SUBMIT the files (when complete):
- *Chap6\_ho1\_textstrings\_solution*
- *Chap6\_ho2\_band\_solution*
- *Chap6\_ho3\_classiccars\_solution*
- *Chap6\_ho4\_amoritzation\_solution*
- DO Practices Exercises 2, 3, & 4 p. 362 - 364
- DO Midlevel Exercises 1 p. 369

Chapter 6:

Hands-on Exercises 1 – 4

Multiple Choice

Friday, November 7, 3 p.m.

Practical Exercises 1 -2

Thursday, November 13, 3 p.m.

**(Week 10)**

Mid-Level Exercises 1

Friday, November 14, 3 p.m. **(Week 10)**

10

November 10 - 14

## Chapter 6 Continued

See Week 9 – Chapter 6 Assignment  
Deadlines



**It's a Slam Dunk!**

11

November 17 - 21

Chapter 7 – Data Consolidation, Links and  
Formula Auditing start p. 445

- READ and DO Hands-On Exercises 1-3
- SUBMIT the files (when complete):
- *Chap7\_ho1\_summary\_solution*
- *Chap7\_ho2\_linking\_solution*
- *Chap7\_ho3\_jas\_solution*
- DO Multiple Choice p. 489
- DO Practices Exercises 1 - 4 p. 491 - 496
- DO Midlevel Exercises 1 – 4 p. 497 - 501

Chapter 7:

Hands-on Exercises 1 – 3

Multiple Choice

Thursday, November 20, 3 p.m.

**(Week 11)**

Practical Exercises 1 to 4

Friday, November 21, 3 p.m.

**(Week 11)**

Mid-Level Exercises 1 – 4

Tuesday, November 25, 3 p.m.

**(Week 12)**

**CHAPTER 6 TEST, Thursday, November 20, 1 – 2:30**



**You're a Knock-out!**

Week

Reading and Assignments


Requirements Due

12

**CHAPTER 7 TEST, Tuesday, November 25, 1 – 2:30**

November 24 - 28

 Chapter 8 – What-If Analysis start p. 507 STOP

 p. 515 at Goal Seek

- READ and DO Hands-On Exercises 1, 2
- SUBMIT the files (when complete):
- *Chap8\_ho1\_suv\_solution*
- *Chap8\_ho2\_gss\_solution step one ONLY*
- DO Practice Exercises 3 p. 546
- DO Midlevel Exercise 2 p. 550

Chapter 7:

Hands-on Exercises 1 - 2

Practical Exercises 3

Mid-Level Exercises 2

Friday, November 28, 3 p.m.

NOTE: THERE IS NO CHAPTER 8 TEST - SORRY

13

**FINAL PRACTICAL EXAM**

**This exam will be 7 hours in length and is scheduled for 1.5 hours Tuesday, Tuesday & Friday during class & 3 hours during final exam week.**

December 1 – 5

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

