

BUSW 415- SPREADSHEET I USING EXCEL 2007 FOR WINDOWS
Fall 2009

TEXT: Microsoft Excel 2007 Comprehensive Concepts and Techniques
 (Shelly, Cashman, and Quasney: Course Technology)
 ISBN 10: 1-4188-4344-X ISBN 13: 978-1-4188-4344-1

SUPPLIES: Minimum: one USB memory device. Two would better for back-ups

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STUDENT LEARNING OBJECTIVES:

SKILLS: As a result of textbook or class exercises, students will be able to

1. access and utilize EXCEL for Windows
2. create, format, edit, save and print spreadsheets
3. use spreadsheets with basic formulas, functions, formatting and graphing to solve business problems

KNOWLEDGE: As a result of standardized orientation information in every Business Microcomputer class, students will be able to

1. locate the Business Microcomputer degree and certificate requirements in the catalog (or on-line catalog) and determine what classes they need to take for one of the options.
2. list five components of a syllabus.
3. identify the computer operating system and the computer application program they are using in their class.
4. explain key features of file management.

VALUE: As a result of class discussions, students will be able to

5. explain the benefits of multiple computer applications (i.e., Word, Excel, etc.) being combined under one program (MS Office)
6. explain the benefits of knowing one computer spreadsheet application (i.e., Excel) if you were required to use an alternate spreadsheet application (i.e., Lotus)
7. explain the value of having microcomputer skills when seeking employment or promotions (i.e., meeting requirements listed in job applications; having an overview of how all applications interact which could improve a department's information exchange and productivity).

REQUIREMENTS: Mandatory Class Attendance
 Completion of All Reading Assignments in chapters assigned on Assignment Sheet
 Completion of All Exercises in Assigned Pages
 Lab Hours as Necessary to Complete Assignments on Schedule

WITHDRAWALS: This is a letter-graded course. It is the student's responsibility to officially drop the class through CSM Admissions and Records Dept. if unable to complete the course; otherwise a failing grade will be recorded.
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ABSOLUTELY NO FOOD OR BEVERAGES ARE PERMITTED IN THE COMPUTER LABS. VIOLATION MAY RESULT IN LOSS OF COMPUTER PRIVILEGES.

FIRST DAY: WHAT DO YOU DO???

SETTING UP A MEMORY (USB) STICK (DISK)

COPYING LESSON (DATA FILES):

1. With your memory stick inserted; locate the Data Files icon on the desktop.
2. Double click on BUSW 415 (**NOT** the folder showing BUSW 415... which is for the online class.) Double click on BUSW 416 if this is the disk for the second module.
3. Double click on **All**. It should open to show 4 Projects for BUSW 415.
4. If you clicked on BUSW 416, it will display 7 folders. Projects 5, 7 & 8 will fit on one disk.
5. Click **EDIT** and **SELECT ALL**.
6. Click **FILE** and **SEND TO** the When you put these files on your USB device, you may wish to keep it in a separate folder, such as XP or EXCEL 2007.
7. Your memory stick will now contain all the seeds used by your book. You may use this disk to load the seeds onto your home computer. Your instructor or instructional aides may offer suggestions.

TO COPY STUDENT (DATA) FILES TO HOME COMPUTERS

CLICK means a left click on the mouse buttons. **RIGHT CLICK** means the right button.

1. **Start Windows Explorer (Keyboard Shortcut:** Hold down Windows Key and press E).
2. **In Left Pane of Explorer Window:** CLICK twice on Drive C: (or an alternate drive if that is your special case.)
3. **In Right Pane of Explorer Window:** RIGHT CLICK anywhere in open area to get a drop down menu.
4. **On the drop down menu** that appears, click NEW then click FOLDER.
5. **Give New Folder a new name:** (for example, type 415 or 416 where it currently shows NEW FOLDER to keep your BUSW 415 (or 416) student seed files).
6. **In Left Pane of Explorer Window:** Make sure the Drive C folder is expanded (click the + sign in front of the folder name to expand the folder) to show all the folders on Drive C and make sure that the folder you want to copy the files INTO is visible. (For example, to copy to a 415 folder, make sure the 415 folder is visible. Double-click on the Drive C icon, if necessary, to expand it to show the 415 folder).
7. **In Left Pane of Explorer Window:** Double click on Drive A (all files on the disk in Drive A should then appear in the Right Pane).
8. **In Right Pane of Explorer Window:** Select all files. (**Keyboard Shortcut:** Hold down CTRL key and press A (^A) or use EDIT > Select ALL on Menu bar).
9. **Using Right Mouse,** drag highlighted files from the Right Pane to the 415 folder in the Left Pane. When the 415 folder is highlighted release the right mouse button and choose COPY on the menu that appears.
10. Files should then begin copying to your 415 folder on Drive C.

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For every spreadsheet marked with *, please print the formulae sheet also.
Number in parentheses in GET CHECKED column is minimum # of pages.

DATE	PROJECT	ASSIGNMENT	TURN IN-GET CHECKED
Week 1	Orientation Project 1 Creating Worksheets and Embedded Charts	Lab Instructions, Review Syllabus, Format Disks, Copy Data Files Start reading at the beginning of Project 1: Read & do: pgs. EX1-EX69 In the Lab 3: EX77 – EX79 Parts 1-3	Walk and Rock Music Fig. 1-93 (EX63) (1)_____
			Learn it Online (EX70):[]Practice Test Chap Reinforce,[]MC;[]TF[]Fill-inBlanks []Flash Cards (do 20), _____
			College Cost & Financial Cost : Fig. 1-104 (EX77-79) (5)_____
Week 2 & 3	Help system Voice recognition Quick Ref. Summary Project 2 (Formulas, Functions, Formatting and Web Queries)	Review Appendix C (Back of book) Review Appendix D Review QR.1 - 11 (Back of book) Read & do pgs. EX81-EX144 EX143 may not work on campus computers; should work on home computers In the Lab 3: EX154- EX155 Parts 1-4	Silver Dollar Stock Club: Fig. 2-30. (EX107) (2)_____
			Fig. 2-61 (EX127) (1)_____
			Include Spelling Dialog Box Fig.2-63
			Fig. 2-75 (EX136) (1)_____
			Fig. 2-79 (EX140) (1)_____
			Fig. 2-83 (EX143) (1)_____
			Learn it Online (EX144):[]Practice Test Chap Reinforce,[]MC;[]TF[]Fill-inBlanks []Flash Cards (do 20), _____
			Benson Valley Equities: Fig. 2-91 and 2-92 (3)_____
Week 4 & 5	Project 3 (What If Analysis. Charting and Working w/ Large Worksheets) NOTE: ⇒	Read & do EX161 – EX228 Apply Your Knowledge: MUST BE DONE to pass the course In the Lab 1: EX233- EX237 Parts 1-3	Campus Clothiers: Fig. 3-47 (EX203) (1)_____
			Fig. 3-68 (EX215) (1)_____
			Fig. 3-81 (EX227) (1)_____
			Learn it Online (EX229):[]Practice Test Chap Reinforce,[]MC;[]TF[]Fill-inBlanks []Flash Cards (do 20), _____
			Apply Your Knowledge: (EX229-EX230) Use book or extra sheet _____
			Salioto Auto Parts (10)_____
Week 6 & 7	Project 4 (Financial Functions, Data Tables, Amortization Schedules and Hyperlinks)	Read & do EX265 – EX322 In the Lab 2: EX330 – EX332	Braden Mortgage Loan Pay Calculator: Fig. 4-30 (EX293): (1)_____
			Include dialog box
			Fig. 4-54* (EX312) (3)_____
			Fig. 4-65 (EX321) (1)_____
			Learn it Online (EX323):[]Practice Test Chap Reinforce,[]MC;[]TF[]Fill-inBlanks []Flash Cards (do 20), _____
			Fig. 4-70 (EX330) (6)_____
Week 8 & 9	Project 6 (Creating Templates and Working with Multiple Worksheets and Work books)	Read & do. EX417 – EX491 Learn it Online – EX492	NextDVR: Fig. 6-38* (EX451) (2)_____
			Fig. 6-43 (EX457) (1)_____
			Fig. 6-45 (EX458) (1)_____
			Fig. 6-65 (EX471) (1)_____
			Fig. 6-79 (EX482) (1)_____
			Fig. 6-89 (EX490) (1)_____
			Learn it Online (EX492):[]Practice Test Chap Reinforce,[]MC;[]TF[]Fill-inBlanks []Flash Cards (do 20), _____