

**YOUR NAME** \_\_\_\_\_

College of San Mateo

Division of Business and Creative Arts

## **BUSW 416 - SPREADSHEET II USING EXCEL 2010 FOR WINDOWS**

**TEXT:** Microsoft Excel 2010 Comprehensive  
(Shelly, Quasney, Freund, Enger, & Jones : Course Technology)  
ISBN 10: 1-4390-7901-3 ISBN 13: 978-1-4390-7901-0

**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 assigned on Assignment Sheet  
Completion of All Exercises in Assigned Pages  
Lab Hours as Necessary to Complete Assignments on Schedule

<b>WITHDRAWALS:</b> 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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# 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 416.
3. If you clicked on BUSW 416, it will display 7 folders. (The first folder showing BUSW 214 is in error. Please ignore it.
4. Highlight Chapters 5, 7, 8, 9, 10 and 11.
5. 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 EXCEL 2010.
6. Your memory stick will now contain all the seeds used by your book for the above chapters in BUSW 416. You may use this memory stick 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 416 where it currently shows NEW FOLDER to keep your BUSW 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 416 folder, make sure the 416 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 416 folder in the Left Pane. When the 416 folder is highlighted release the right mouse button and choose COPY on the menu that appears.
10. Files should then begin copying to your 416 folder on Drive C.

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If the assignment is marked with an \*, please print out the formulae sheet for that assignment also.

SP means you need to do a screen print (Print Screen and Paste picture in to Word or WordPad)

**The DATE (Week #) are guidelines only and will vary by semester & student.**

DATE	CHAPTER	ASSIGNMENT	TURN IN-TO CHECK
Week 1	Chapter 5 (Creating, sorting, and querying a worksheet database)	Pages: EX297-EX346 To imbed a pull-down as in Fig.5-25, first try print screen or shift-print screen, if it doesn't work, try ctrl-print screen. This should print both the pull-down and the worksheet. This technique works on most window products.	Fig. 5-20 (EX-316).....(1)_____ Fig. 5-21 (EX-317).....(1)_____ Fig. 5-30 (EX-321)* .....(2)_____ Fig. 5-33 (EX-323).....(1)_____ Fig. 5-35 (EX-325).....(1)_____ Fig. 5-41 (EX-328).....(1)_____ Fig. 5-44 (EX-330).....(1)_____ Fig. 5-46 (EX-331).....(1)_____
Week 2	Continue Chapter 5	In the Lab 1: EX 352-EX 354.....	Fig. 5-50 (EX-334).....(1)_____ Fig. 5-57 (EX-341).....(1)_____ Fig. 5-60 (EX-343).....(1)_____ Learn it Online (EX-347) Practice Test _____ Flash Cards (do 20) _____ Multiple Choice _____ True/False _____ Short Answer _____ Instructions Part1-4 (17)_____
Week 3	Chapter 7 (Creating Templates,Importing Data,&Working With SmartArt, Images,&Screen Shots)	Pages EX426-EX478 SP means you will provide a screen print of the Fig. as shown in the book.	Fig. 7-9 (EX436) (1)_____ Fig. 7-20 (EX442).....(1)_____ Fig. 7-26 (EX446) (1)_____ Fig. 7-33 (EX450).....(1)_____ Fig. 7-39 (EX452).....(1)_____ Fig. 7-45 (EX455).....(1)_____ Fig. 7-52 (EX459).....(1)_____ Fig. 7-63 (EX465).....(1)_____ Fig. 7-84 (EX475).....(1)_____ Fig. 7-88 (EX477).....(1)_____
Week 4	Chapter 7 continued  Chapter 8 (Working With Trendlines, PivotTable Reports,PivotChart Reoorts, & Slicers)	Pages EX490-EX505 The material from Ex505-EX542 is good to read thru for reference source if you need this at your work.	Learn it Online (EX-478) Practice Test _____ Flash Cards (do 20) _____ Multiple Choice _____ True/False _____ Short Answer _____ Fig. 8-7 (EX496).....(1)_____ Fig. 8-15 (EX501)SP.....(1)_____ Fig. 8-21 (EX505).....(1)_____

<b>DATE</b>	<b>CHAPTER</b>	<b>ASSIGNMENT</b>	<b>TURN IN-TO CHECK</b>
<b>Week 5</b>	Chapter 9 (Formula Auditing, Data Validation & Complex Problem Solving)	Pages EX553-EX580	Fig. 9-6 (EX563).....(1) _____ Fig. 9-7 (EX563).SP.....(1) _____ Fig. 9-11 (EX563).....(1) _____ Fig. 9-16 (EX568).SP.....(1) _____ Fig. 9-20 (EX570).SP.....(1) _____ Fig. 9-25 (EX574).SP.....(1) _____ Fig. 9-29 (EX577).....(1) _____ Fig. 9-31 (EX578).....(1) _____ Fig. 9-34 (EX580).....(1) _____
<b>Week 6</b>	Chapter 9 continued	Pages EX581-EX589 The material from Ex589-EX612 is good to read thru for reference source if you need this at your work. You will probably have to read this in order to do the Learn It Online.	Fig. 9-34 (EX580).SP.....(1) _____ Fig. 9-43 (EX586).SP.....(1) _____ Fig. 9-43 (EX586).SP.....(1) _____ Learn it Online (EX-612) Practice Test _____ Flash Cards (do 20) _____ Multiple Choice _____ True/False _____ Short Answer _____
<b>Week 7</b>	Chapter 10 (Using Macros and Visual Basic for Applications (VBA) with Excel)	Pages EX625-EX649	Fig.10-6 (EX633).SP.....(1) _____ Fig.10-10 (EX636).SP.....(1) _____ Fig.10-11 (EX637).SP.....(1) _____ Fig.10-13 (EX638).....(1) _____ Fig.10-14 (EX639).SP.....(1) _____ Fig.10-22 (EX645).....(1) _____ Fig.10-28 (EX649).....(1) _____
<b>Week 8</b>	Chapter 10 continued	The material from Ex649-EX688 is good to read thru for reference source if you need this at your work. You will probably have to read this in order to do the Learn It Online.	Learn it Online (EX-688) Practice Test _____ Flash Cards (do 20) _____ Multiple Choice _____ True/False _____ Short Answer _____