

BUS 175 — EXCEL FOR BUSINESS

MICROSOFT EXCEL 2000

_____	File #
_____	Orientation
_____	Excel-1 Seminar
_____	Instructor

INTRODUCTION

Microsoft Excel is an electronic spreadsheet program that enables you to store, manipulate, and chart numeric data. Mathematical operations are performed in worksheets that can then be used to prepare charts, arrange data to provide meaningful information, analyze numeric data, and export information to other programs or to the Internet. You will be practicing each of these operations in common business applications.

Since this is a self-paced course, following written and verbal instructions is vital! Before doing exercises to be graded, read and study each chapter carefully to get the overall picture; complete all hands-on exercises. Then read through all the steps in each graded exercise before doing it on the computer. If you do not understand instructions, read through again. If that doesn't work, ask the instructor or lab assistant for help.

The entire textbook helps to prepare you for the MOUS (Microsoft Office User Specialist) Certification exam in Excel. Palomar College is a test site for the exam, either on the main campus or the Escondido Center. If you are interested in taking the Microsoft Office User Certification exam for Excel, *please contact Edna Prigmore at 744.1150 Ext. 5053 or eprigmore@palomar.edu* . Also, visit the following website for more details about the certification exams: www.mous.net.

TEXT AND MATERIALS NEEDED

Text: **EXPLORING MICROSOFT EXCEL 2000 with VBA** by Robert T. Grauer and Maryann Barber, Prentice-Hall, 2001.

GRADING

Exercises and tests will be graded using professional standards for business documents: errors consist of failure to follow problem instructions; improper or inefficient formulas; errors in formatting; and spelling or typographical errors. Assignments may be edited and resubmitted once for an averaged grade.

Assignments (based on a 4.0 system*)	60%	*0 errors = A+	Total points:
Written quizzes (2)	20%	1 error = A-	A = 90 – 100%
Final Project	20%	2 errors = B-	B = 80 – 89%
		3 errors = C-	C = 70 – 79%
		4 errors = D-	D = 60 – 69%

TRAINING MATERIALS

1. Microsoft Excel 2000 Windows program
2. Data files are available from the publisher that you will copy to your hard drive or on a Zip Disk. Student data files can be downloaded from the publisher at <http://www.prenhall.com/grauer>.
3. ***E-mail is essential to communicate with you on your progress. Please follow these instructions***
 - a. Go to the Tools section of Blackboard
 - b. Click on Personal Information
 - c. Edit Personal Information and make sure your email address is correct.

CHAPTERS AND EXERCISES

1. You will be completing Chapters 1-6 in this unit, plus a sample of problems illustrating each feature of Excel
2. Read the "Preface, for text goals and philosophy.
3. Review the "Contents," for an overview of the course.
4. Study each chapter, one at a time, completing all practice exercises; these practice documents are not printed or graded. Your text will ask you to open documents that have already been created; these documents are on the lab network or on the publisher's web site at <http://www.prenhall.com/grauer>. Copy them to your data disk. **Just a note:** There may be some errors in the assignments. If you discover any, please tell your instructor.

Submitting Assignments via the Digital Drop Box in the Tools section of Blackboard.

You will be completing 16 assignments for a grade. Submit your completed assignments to your digital drop box; your instructor will grade your assignments and record them in your grade book in a timely manner. If you have questions about your graded assignments, ask your instructor. This course takes approximately 32 hours of lab time to complete. You wish to complete all assignments within 8-weeks, plan to Submit 2-3 assignments per week. However, the more assignments per week you do Submit, the faster you will complete the course!

When submitting assignments in the drop box:

1. Go to "Check Grade" in Tools and print this document. This is where you will find your grades posted when an assignment has been graded.
2. *When submitting assignments in the drop box in the Title section, you must type in the label as it appears on the Check Grade for reference. That way your instructor will know what assignment you are submitting for a grade. You must submit the actual document, not print screens.*
3. You need not type in your name or date and time. Blackboard will include this information with every submission automatically.

Class Schedule - 8 week course

This is only to keep you on task and to complete on time. However, you may choose to complete course assignments in advance and submit them. ***The most difficult part of the Online courses are organizational skills and time management skills.*** Should you fall behind this schedule, I suggest you consider dropping before the drop date! If you do not drop this course by February 18 or a grade of FW will be given to those who have submitted no work and a F to those who have submitted any portion of the assignments. If you do dropped the course, email your instructor Rose DeMarco at rdemarco@palomar.edu

Complete - By

- Week 1 – Chapter 1 – January 26 – Saturday
- Week 2 – Chapter 2 – February 2 – Saturday
- Week 3 – Chapter 3 – February 9 – Saturday
- Week 4 – Chapter 4 – February 16 – Saturday
- Week 5 – Quiz 1 – February 23 – Saturday

Week 6 – Chapter 5 – March 2 – Saturday
Week 7 – Chapter 6 – March 9 – Saturday
Week 8 – Quiz 2 – March 16 – Saturday
Week 9 – Final Exam – March 23 – Saturday

ASSIGNMENTS				
CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	✓
Windows Basics	1-55, back of book	No graded exercises	Review <i>Prerequisites: Essentials of Windows 95/98: Disk and File Management</i> at the back of your textbook. It is assumed you already know most of this information; please study any information here that is new to you.	
Attend Excel-1 Lecture while working on Chapters 1 and 2				
1	1-18	Read background until you arrive at Hands-on Ex. 1. Do all hands-on exercises.	Data files are stored on the network in the folders Instruct on B22, B22, Excel . See the B-22 Lab Procedures Handout for directions to retrieve a file and save it onto your data disk <u>or</u> to copy several files at once. You can also download internet files; see p. 12, Step 2. Continue through chapter. End-of-Chapter review questions on may be helpful-	
	36	Chapter 1 Practice 1 Solution	Exercise 1. Submit via "Digital Drop Box" each assignment. Formula views waste paper. You may experiment with column widths and page orientation (portrait or landscape) to save paper and printing costs.	
	36	Finished Ch. 1, Pr. 2 Solution	Exercise 2. Submit via "Digital Drop Box" .	
	37	Ungraded: #4	Explore the Companion Web site in Practice 4.	
	37	Ch. 1 Pr. 5 Solution	Use your own figures; be as creative as you wish.	
	40	Ungraded: Microsoft Online	Be sure to explore www.microsoft.com/excel where you will find many templates for common Excel uses. This may be a little overwhelming at first; keep going back as you learn more.	
2	78	Ch. 2 Pr. 1 Solution	Submit via "Digital Drop Box"	
	79	You choose name of sales invoice	Complete Exercise 2. Submit via "Digital Drop Box".	
	82	Exchange Rates	Submit via "Digital Drop Box" this on two different days.	
	83	Ch. 2 Pr. 7 Solution	Get Rich Quick. Submit via "Digital Drop Box" .	
3	85-125	NO GRADED ASSIGNMENTS	Complete Hands-on Exercises but do not print. This chapter describes very powerful Excel activities that will be new to you. Study each carefully. Functions, relative/absolute addresses, formulas, fill, pointing, IF statements, freezing panes, and AutoFill should be mastered. Goal Seek is less commonly used but very useful.	
	128	Finished Ch. 3 Pr. 1	Complete Exercise 1. Submit via "Digital Drop Box". Use =IF statements for Flying Fuel and Reserve Fuel.	

ASSIGNMENTS				
CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	✓
	129	Finished Ch. 3 Pr. 2	Complete Exercise 2; Submit via “Digital Drop Box” 3 scenarios.	
	128	Finished Ch. 3 Pr 4	Complete Exercise 4. Submit via “Digital Drop Box” two worksheets, values only.	
	131	Ch. 3 Pr. 6	Pick your favorite car!	
Attend Excel 3 Lecture while working on Chapter 4				
4	186	Ch. 4 Pr. 1 Solution	Submit via “Digital Drop Box” the workbook with one worksheet and 4 graphs.	
	187	Ch. 4 Pr. 3 Workbook	Complete Exercise 3. Submit via “Digital Drop Box” workbook with one worksheet and 4 charts.	
	189	Ch. 4 Pr. 6 Word memo with chart	Complete Exercise 6. Be sure to see the illustration on P. 190. Submit via “Digital Drop Box” memo.	
Attend Excel 4 Lecture while working on Chapter 5				
5	193-237		Be sure you do all Hands-On Exercises. Much of this chapter will be completely new to you.	
	240	Ch. 5 Pr. 1 Sol.	Complete Exercise 1. Submit via “Digital Drop Box” values only.	
	241	Ch. 5 Pr. 2	Try the Pivot Table and chart. See p. 242, Figure 5.18 for example.	
5	241	Ch. 5 Pr. 3	Complete Exercise 3. See Figure 5.19. Submit via “Digital Drop Box”.	
	244	Ch. 5 Pr. 5	Submit via “Digital Drop Box” Word document.	
Attend Excel 5 Lecture while working on Chapter 6				
6	283	Ch. 6 Pr. 1	Submit via “Digital Drop Box” workbook with values only. Remember to do the documentation worksheet.	
	285	Ch. 6 Pr. 3	Create memo, worksheet, and chart. Submit via “Digital Drop Box” revised memo.	
TAKE QUIZ 2 COVERING CHAPTERS 4-6 (True/False and Multiple Choice) - See instructor or lab assistant.)				
FINAL EXAM or PROJECT	<p>WHEN ALL WORK HAS BEEN SUBMITTED AND GRADED*, Phone THE INSTRUCTOR OR LAB ASSISTANT to schedule THE FINAL EXAM at 744.1150 Ext. 2497</p> <p>Must be completed at the San Marcos Campus in B-22 by Friday March 22 at 12 pm.</p> <p>IF YOU WISH TO SUBMIT A PROJECT INSTEAD OF TAKING THE FINAL EXAM, SEE YOUR INSTRUCTOR BEFORE BEGINNING THE PROJECT TO CONFIRM THAT SCOPE IS ACCEPTABLE.</p>			
*Check with your instructor to be sure all assignments have been graded and recorded.				

ASSIGNMENTS				
CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	✓

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GRAUER AND BARBER, EXPLORING MICROSOFT EXCEL 2000

DATA FILES USED IN ASSIGNMENTS

CHAPTER 1

Grade Book
Chapter 1 Practice 2

CHAPTER 2

Chapter 2 Practice 1
Chapter 2 Practice 7

CHAPTER 3

Expanded Grade Book
Chapter 3 Practice 1
Chapter 3 Practice 2
Chapter 3 Practice 4

CHAPTER 4

Software Sales
Software Memo (Word Doc.)
Chapter 4 Practice 1
Chapter 4 Practice 3
Chapter 4 Practice 6
Chapter 4 Practice 6 Memo (Word Doc.)

CHAPTER 5

Employee List
New Database Query
Chapter 5 Practice 1
Chapter 5 Practice 3

CHAPTER 6

Atlanta
Boston
Chicago
Chapter 6 Practice 1