# Spreadsheets (POFI 1349)

**Credit:** 3 semester credit hours (2 hours lecture, 2 hours lab)

**Prerequisite/Co-requisite:** None

## Course Description
Spreadsheet software for business applications.

## Required Textbook and Materials
1. *Microsoft Office Excel 2007:  Illustrated Complete, 2008*, Reding, E. and Wermers, L.
    a.    ISBN number is 978-1-4239-0522-6
2. Jump Drive

## Course Objectives
Upon completion of this course, the student will be able to:

1. Identify spreadsheet terminology and concepts.  (SCANS C5, C6, C7, C8, F2, F5, F11)

2. Perform shortcut functions.  (SCANS C5, C6, C7, C85, F1, F5, F9, F11)

3. Create and modify worksheets.  (SCANS C5, C6, C7, C8, C11, C18, C19, F2, F7, F8, F10, F11, F12, F13, F14, F16)

4. Insert graphics into worksheets.  (SCANS C1, C5, C6, C7, C8, C11, C14, C18, C19, C20, F1, F2, F7, F8, F10, F11, F12, F13, F14, F16)

5. Use macro programming database functions.  (SCANS C5, C6, C7, C8, F1, F5, F9, F11)

## SCANS Skills and Competencies
Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools.*  In its research, the Commission determined that "workplace know-how" consists of two elements:  foundation skills and workplace competencies.

## Course Outline
A.  Getting Started with Excel 2007
    1.  Understand spreadsheet software
    2.  Understand formulas
    3.  Enter labels and values
    4.  Enter and edit simple formulas
    5.  Switch worksheet views

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      6. Choose print options
B. Working with Formulas and Functions
      1. Create a complex formula
      2. Insert and type a function
      3. Copy and move cell entries
      4. Understand relative and absolute cell references
      5. Copy formulas with relative and absolute cell references
      Round a value with a function
C. Formatting a Worksheet
      1. Format values
      2. Change font and font size, attributes and alignment
      3. Adjust column width
      4. Insert and delete rows columns
      5. Apply colors, patterns, borders, and conditional formatting
      6. Name and move a sheet
      7. Check spelling
D. Working with Charts
      1. Plan and create a chart
      2. Move and resize a chart
      3. Change the chart design and layout
      4. Format a chart
      5. Annotate and draw on a chart
      6. Create a pie chart
E. Analyzing Data Using Formulas
      1. Format data using text functions
      2. Sum a data range based on conditions
      3. Consolidate data using a formula
      4. Check formulas for errors
      5. Construct formulas using named ranges
      6. Build a logical formula with the IF function and with the AND function
      7. Calculate payments with the PMT function
F. Managing Workbook Data
      1. View and arrange worksheets
      2. Protect worksheets and workbooks
      3. Save custom views
      4. Prepare and save a workbook for distribution
      5. Insert hyperlinks
      6. Group worksheets
G. Using Tables
      1. Plan and create a table
      2. Add table
      3. Find, replace, and delete table data
      4. Sort table data
      5. Use formulas in a table
      6. Print a table
H. Analyzing Table Data

1. Filter a table
2. Create a custom filter
3. Use Advanced filter
4. Extract table data
5. Look up values in a table
6. Summarize and validate table data
7. Create subtotals

I. Automating Worksheet Tasks
1. Plan and enable a macro
2. Record a macro
3. Run a macro
4. Edit a macro
5. Use shortcut keys with macros
6. Use the Personal Macro Workbook
7. Assign a macro to a button

J. Enhancing Charts
1. Customize a data series
2. Change a data source and add data labels
3. Format the axes of a chart
4. Add a data table to a chart
5. Rotate a chart
6. Enhance a chart with WordArt
7. Add a picture to a chart
8. Identify data trends

## Grade Scale
90-100=A
80-89=B
70-79=C
60-69=D
0-59=F

## Course Evaluation
Final grades will be calculated according to the following criteria:
1. Assignments (homework, daily assignments, quizzes)    35%
2. Unit Exams                                            35%
3. Final Exam                                            30%

## Course Requirements
1. Attendance
2. Worksheet creation and manipulation functions.
3. A grade of "C" or better must be earned in this course for credit toward degree requirements.

## Course Policies

1. Instructions for assignment will be given at the beginning of the assignment.  If instructions are missed, it is your responsibility to obtain needed information.

2. Only coursework is to be done during class time.

3. No typing will be done while the instructor is speaking.

4. Papers submitted for evaluation must have a title page attached with your name, date, POFI 1349, Spreadsheets, Problem/page number information vertically and horizontally centered on a full clean sheet.

5. The use of cell phones will not be permitted in the classroom.  Please turn cell phones off prior to entering the classroom.

6. Makeup exams will not be given unless arranged in advance.  If you miss an exam for any reason without making arrangements with me prior to the exam, you will receive a zero on that exam.

7. If you wish to drop a course, you are responsible for initiating and completing the drop process.  If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

8. Attendance is expected and required.

9. Students may not leave class early without prior permission from instructor.

10. Additional class policies as defined by the individual course instructor.

## Disabilities Statement
The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities.  Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities.  If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit her office located in the Cecil Beeson Building.

## Course Schedule

| Week of | Topic | Reference |
|---------|-------|-----------|
| Week 1 | Course introduction<br>**Unit A:**  Getting Started with Excel 2007 | pp. 1-24 |
| Week 2 | **Unit B:**  Working with Formulas and Functions | pp. 25-50 |
| Week 3 | **Test #1**<br>**Unit C:**  Formatting a Worksheet | Units A & B<br>pp. 51-78 |
| Week 4 | **Unit C:**  Formatting a Worksheet (Cont'd)<br>**Unit D:**  Working with Charts | pp. 79-104 |

| Week 5 | **Unit D:** Working with Charts (Cont'd)<br>**Test #2** | |
|---|---|---|
| Week 6 | **Unit E:** Analyzing Data Using Formulas | pp. 105-128 |
| Week 7 | **Unit E:** Analyzing Data Using Formulas (Cont'd)<br>**Unit F: Managing Workbook Data** | pp. 159-152 |
| Week 8 | **Unit F: Managing Workbook Data** (Cont'd)<br>**Test #3** | |
| Week 9 | **Unit G: Using Tables** | pp. 153-176 |
| Week 10 | **Unit H: Analyzing Table Data** | pp. 177-200 |
| Week 11 | **Test #4**<br>**Unit I: Automating Worksheet Task** | p. 201-224 |
| Week 12 | **Unit I: Automating Worksheet Task** (Cont'd) | |
| | **Unit J: Enhancing Charts** | pp. 225-248 |
| Week 13<br>Week 14 | **Unit J: Enhancing Charts** (Cont'd)<br>**Unit J: Enhancing Charts** (Cont'd) | |
| Week 15 | **Review for Final Exam** | |
| Week 16 | **Final Exam** | |

## Contact Information

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| **Office Hours:** | MW    2:00 -3:30 p.m. |
| | TR     11:00-2:30 p.m. |