

CTS 130 SPREADSHEET

COURSE DESCRIPTION:

Prerequisites: CIS 110

Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. Course Hours Per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

COURSE OBJECTIVES:

Upon completion of this course the student will be able to:

- a. Design spreadsheet applications
- b. Develop working spreadsheets.
- c. Integrate graphic displays in spreadsheets and produce printed graphic output.
- d. Develop database applications.
- e. Use programming techniques, and the macro commands to create menu-driven office applications.

OUTLINE OF INSTRUCTION:

- I. Spreadsheet overview
 - A. Windows applications
 - B. Excel access system
 - C. Worksheet border area and toolbars
 - D. Printer output
 - E. Disk storage
 - F. Help facility

- II. Excel basics
 - A. Starting Excel
 - B. The Excel window
 - C. The worksheet
 - D. Data entry
 - 1.) Numeric
 - 2.) Labels
 - 3.) Formulas / functions
 - E. Editing
 - F. Online help
 - G. Planning a worksheet

- III. Formulas, formatting, and creating charts
 - A. Order of numeric operations
 - B. Entering formulas
 - C. Using functions
 - D. Saving Excel workbooks
 - E. Applying formats to the workbook
 - F. Applying number formats
 - G. Changing column widths and row heights
 - H. Spell checking
 - I. Creating embedded charts
 - J. Previewing and printing the workbook
 - K. Displaying and printing formulas

- IV. Enhancing a worksheet and chart
 - A. Using Excel's fill handle
 - B. Creating and customizing a series
 - C. Copying a cell format
 - D. Copying a range to a paste area
 - E. Inserting and deleting cells
 - F. Freezing workbook titles
 - G. Absolute versus relative references
 - H. Decision making - the IF function
 - I. Creating charts
 - 1.) Formatting charts
 - 2.) Exploding pie charts
 - 3.) Adding text boxes
 - 4.) Changing colors
 - 5.) Adding and formatting chart arrows

- V. Templates and multiple sheeting
 - A. Creating a template
 - B. Saving the template
 - C. Formatting the template
 - D. Adding a chart to the template
 - E. Creating a workbook from a template
 - F. Referencing cells
 - G. Adding comments to a workbook
 - H. Adding headers and footers to a worksheet

- VI. Sorting and filtering a worksheet database
 - A. Creating a database
 - 1.) Using a dataform
 - 2.) Entering records
 - 3.) Moving fields and records
 - B. Sorting a database
 - 1.) Ascending order
 - 2.) Descending order
 - 3.) undoing a sort
 - 4.) Sorting multiple fields
 - C. Displaying automatic subtotals
 - D. Finding records using a dataform
 - E. Filtering a database using autofilter
 - F. Extracting records
 - G. Comparison criteria for a database

REQUIRED TEXTBOOK AND MATERIALS:

To be announced in class.

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.