

CTS 230
ADVANCED SPREADSHEET

COURSE DESCRIPTION

Prerequisites: CTS 130

Corequisites: None

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. Course Hours Per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

LEARNING OUTCOMES

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

- a. Explain the purpose and uses of spreadsheet software.
- b. Use complex formulas and functions.
- c. Apply a variety of formatted styles to spreadsheets.
- d. Create, modify, and format a variety of charts.
- e. Work with shared workbooks.
- f. Create and use a spreadsheet database.
- g. Work with multiple worksheets.
- h. Create and edit spreadsheet macros.
- i. Solve complex problems using Goal Seeking and Solver.

OUTLINE OF INSTRUCTION

- I. Review of Spreadsheet Basics
 - A. Creating, editing, and saving a worksheet
 - B. Working with formulas
 - C. Moving and copying data
 - D. Using basic functions
 - E. Printing
- II. Intermediate Spreadsheet Skills
 - A. Formatting
 - B. Modifying worksheets
 - C. Using logical functions for decision-making
 - D. Creating and modifying charts
 - E. Enhancing and formatting charts
 - F. Adding graphics
- III. Increasing Worksheet Utility

- A. Shared workbooks
 - B. Importing and Exporting data
 - C. Sorting data
 - D. Finding, extracting, and editing data
 - E. Advanced data techniques
 - F. Creating and using templates
- IV. Advanced Spreadsheet Skills
- A. File management
 - B. Working with multiple worksheets
 - C. Automating tasks with macros
 - D. Advanced macro techniques
 - E. Customizing
 - F. Analyzing Data

REQUIRED TEXTBOOK AND MATERIALS:

Fox. Microsoft Excel 2002 MOUS: Expert. Pearson/Prentice Hall. ISBN 0130497800

STATEMENT FOR 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.