


Excel 2007

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March 06, 2008 - March 13, 2008

 **Fri, Feb 01, 2008 -- *Are you reading my comments regarding your homework???***

Posted by Jean H

You can go to the Check My Grade button to see your points on each assignment. Did you know that when you click on the number of your homework score in the gradebook section of Blackboard that you can see my brief comments and the attached assignment tag with my detailed comments???

Sometimes if a score is low, I've asked you to correct it and re-submit it to me via email for some additional points. Please take a look and don't be content with a low score. My goal is for your understanding the problem. Thanks!

 **Tue, Jan 15, 2008 -- *Welcome!***

Posted by Jean H

Welcome to your online Excel class! You may have used Excel a little in the past and never felt entirely proficient, or perhaps it frustrated you or maybe you've only used a word processor and spreadsheets are entirely new to you. Regardless of your past or reasons for taking this course, I must tell you Excel is my absolute favorite software application and by the time you finish the course you should be the one in control instead of feeling at the mercy of your computer. You may not be quite as fond of Excel as I am (though I hope you will be), but you probably can't help but like it at least a little!

You'll notice that there are a few areas where I'm still inputting information on Blackboard. Please be patient--I'll get the remaining lecture notes posted as quickly as I possibly can!

Be sure to explore the navigation through Blackboard and notice that you'll begin by introducing yourself in the Discussion Board area. It's easy--I'll go first. Read my introduction and go meet the others and try to guess what's true or not. I'm anxious to meet you. My contact info is on the Staff link. Hang on, because here we go!

Associate Professor Jean Heusinkveld

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Notes

Since the mid 80s I have been at TVC(C) teaching computer applications and business courses. The reason is simple--our students! Besides teaching, my past escapades include six summers as camp cook at a placer gold mine, keeping the books for family businesses, and lots of snow machining. I have four treasured sons ages 28, 27, 22, and 20 and celebrated a recent birthday with a ride in a Nextel race car driven by a pro at Lowe's Raceway in North Carolina. Enough about me--I suspect you're more interested in getting on with the course!

So here are my stats of Education and Certifications:

- CAP, Certified Administrative Professional
- Alaska Type A Teaching Certificate, business and economics, with vocational endorsement
- Microsoft Office Specialist certification, Expert level in Word and Excel
- Microsoft Office Specialist certification in PowerPoint
- Attending UAF in pursuit of M.Ed. degree
- Northeast Missouri State University (now Truman University), B.S. degree in business education
- Indian Hills Community College, Centerville, Iowa, AA degree
- Central College, Pella, Iowa, one year



CIOS F135 MICROCOMPUTER SPREADSHEETS: EXCEL 2007

COURSE INFORMATION	CIOS F135 Microcomputer Spreadsheets: Microsoft Excel 2007, 3 credits 1/24-5/9, Spring 2008 Course time and room: Web-based course Class web site at Blackboard: http://classes.uaf.edu
INSTRUCTOR INFORMATION	Jean Heusinkveld, Ph: (907) 455-2815, Fax (907) 455-2941 Mailing address: Tanana Valley Campus – UAF, 604 Barnette St., Fairbanks, AK 99701 e-mail: ffejb@uaf.edu Web site: http://www.faculty.uaf.edu/ffejb
COURSE MATERIALS AND TECHNICAL REQUIREMENTS	
COURSE TEXTBOOK: GO! with Microsoft Excel 2007, Volume 1, bundled w/CD by Gaskin & Preston, Pearson/Prentice-Hall Publishing. ISBN: 0135129869.	
TECHNICAL REQUIREMENTS: You will need a computer with internet access and you MUST have Microsoft Excel 2007 installed. Earlier versions will not work for this course. I recommend the UAF Technology Center for academic pricing if you need to purchase the software. You will need either PowerPoint 2007 or a PowerPoint viewer (downloadable from Blackboard Course Documents area) to see the chapter slideshow reviews. Upon enrollment, go to the Blackboard course management web site at http://classes.uaf.edu to look up your UAF email and Blackboard accounts. If you need help with your UAF email account or have problems accessing Blackboard, please contact the Office of Information Technology Help Desk at 474.6564 or 1.800.478.4667, or email fxhelp@uaf.edu . See http://www.alaska.edu/oit/sc/index_docs/studentguide_200703_v0820.pdf	
REQUIRED SKILLS: Students should have successfully completed CIOS F150 Computer Business applications or have equivalent computer literacy before taking this class. You should be familiar with standard elements used by most computer applications, such as how to start an application; how to create and open documents; how to save and print documents; how to cut, copy, and paste; how to quit an application.	
COURSE DESCRIPTION	This course is a comprehensive class on using Microsoft Excel 2007 and will teach you how to create, format and revise spreadsheets. You will learn basic worksheet skills, including using multiple worksheets; formula creation skills, using database or list skills to organize, analyze, and query information; creating graphs and charts; and using the auditing capabilities of the worksheet to look for and correct worksheet errors.

COURSE GOALS AND LEARNING OUTCOMES

List of class competencies (from <http://www.tvc.uaf.edu/programs/its/competencies/cios135/index.html>):

- ◆ To be able to understand the purpose of the software and to select and apply the software features to accomplish appropriate tasks.
- ◆ To be able to use help, reference, and tutorial information, included with the application, to answer questions and to learn procedures.
- ◆ To be able to use basic worksheet skills including selection and navigation.
- ◆ To be able to use editing skills including inserting, deleting, copying and moving.
- ◆ To be able to select and use appropriate formatting skills to prepare the worksheet for printing or screen display.
- ◆ To be able to create formulas and select and use functions.
- ◆ To be able to use a workbook, including using multiple worksheets, writing 3D formulas, and formatting and creating groups of worksheets.
- ◆ To be able to use charting skills to display worksheet information for analysis or presentation.
- ◆ To be able to use database or list skills to organize, analyze, and query information.
- ◆ To be able to use graphic skills, such as drawings and embedded objects, to annotate a worksheet or to create a form or handout.
- ◆ To be able to use printing skills to use the full capability of the application to prepare worksheets for printing.
- ◆ To be able to use file management skills to import and export files and to convert files to different formats.
- ◆ To be able to use special worksheet features such as names and styles to format and document a workbook.
- ◆ To be able to use the auditing capabilities of the worksheet to look for and correct worksheet errors.
- ◆ To be able to design and protect a workbook so that it can be used safely by a variety of computer users.
- ◆ To be able to convert and publish documents to the World Wide Web.
- ◆ To be able to use application customizing options, such as custom toolbars and macro or application languages to create custom work environments.
- ◆ To be able to protect the software application from viruses and to configure the appropriate security settings of the software.
- ◆ To be able to support other users of the software and to help them use the application effectively.

INSTRUCTIONAL METHODS

The following course tasks are designed to assist you in achieving the course objectives:

- ◆ Weekly readings and hands-on activities in course text.
- ◆ Hands-on assignment for each topic.
- ◆ PowerPoint reviews for each chapter.
- ◆ Glossaries of each chapter's language of Excel.
- ◆ Weekly chapter quizzes.
- ◆ Excel data files in most chapters to manipulate facilitate practical learning.
- ◆ Creation of final project

COURSE POLICIES	
GENERAL COURSE GUIDELINES	<p>The text readings, exercises, quizzes and reviews are rich in information and constitute the core of the material to be covered. Consequently, it is very important in this course to stay current with the assigned readings and lectures to be able to pass quizzes and projects, participate in online discussions.</p> <p>Interactivity with other students will enhance your learning experience. Please make use of the discussion board to post comments <i>and</i> any questions you may have.</p>
QUIZZES	<p>Quizzes over chapters, learning objectives, and vocabulary are located in the Assignments section of Blackboard. Quizzes will contain 15 questions. Material covered in the quizzes will come from primarily the PowerPoint lectures and from the text. You may use your text, notes, and computer for assistance. Please do not consult with other students for answers. Besides, what makes you think anyone else is smarter than you are? Quizzes are not timed and you may take them as many times as you would like, however the questions may be different each time and only the most recent score is recorded. (If technology crashes on you and you get bounced out of a test, send me an email and I'll try to reset a test for you.) It is strongly recommended that you develop the discipline to read the chapter twice before taking the quizzes.</p>
LATE WORK	<p>All assignments must be submitted by the due date. Late assignments will not be accepted. Contact me if you think you have extenuating circumstances. If I have not heard from you for several weeks, I will contact you through your UAF email on Blackboard.</p>
COMPLETION	<p>A grade of Incomplete will be assigned only if a student is near course completion, already passing the course, and has a specific reason why the course cannot be completed, such as hospitalization. Poor planning is not a valid reason to request an Incomplete. If you are falling behind in the class, please take advantage of student withdrawal from the course or switch to auditing the class.</p>
CHEATING/PLAGIARISM	<p>Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project, failure in course, and/or expulsion from the University. For more information, refer to the "Academic Dishonesty" policy in the UAF Catalog. Do your best and don't cheat yourself by missing out on the opportunity to learn.</p>
QUESTIONS?	<p>If you have problems or questions regarding the course content, your first option is to post your question on the Blackboard course discussion board to be answered by other class participants or the instructor. You may find that someone else has already posted the same question and you can find the answer immediately. Class participants are encouraged to check the discussion board and help other students answer their questions. You can earn class credit by doing so.</p> <p>A second option, after you have posted your question on the discussion board and not received a sufficient answer, is to contact your instructor for help. Your instructor will try to answer your question as quickly as possible from Monday through Friday.</p>

GRADING POLICY	<p>My goal is to help you learn spreadsheet concepts, not to trip you up. Use the assignment tags and rubrics (discussion and final project) to help you gauge the quality of your work before submitting to me for grading. I use the following scale:</p> <p>A = 90% or better B = 80-89% C = 70-79% D = 60-69% F= 59% or less</p> <p>Blackboard will show scores I have recorded for you. You can keep your own copy on the Excel (of course!) record of assignments sheet I have provided for you in Blackboard in the Syllabus section. If you fill it in, you can keep a running tally of your scores and what grade percentage you are at so far.</p>
SUPPORT SERVICES	<p>At CDE, our goal is to help our students succeed. Our CDE Student Services can be contacted at http://distance.uaf.edu</p>
DISABILITY SERVICES	<p>Students with documented disabilities who may need accommodations should notify the instructor as early as possible, no later than the first week of the term. The student has the responsibility to provide CDE with proper documentation of his/her disability.</p> <p>The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.</p>
<p>COURSE SCHEDULE OF ASSIGNMENTS</p> <p>Due Dates for each Week Week #—Assignments Due at 9 am on... Week 1—Feb 1 Week 2—Feb 8 Week 3—Feb 15 Week 4—Feb 22 Week 5—Feb 29 Week 6—Mar 7 Spring Break March 10-14 Week 7—Mar 21 Week 8—Mar 28 Week 9—Apr 4 Week 10—Apr 11 Week 11—Apr 18 Week 12—Apr 25 Final Project due—May 9</p> <p>Other Important Dates: First Day of Instruction – Thursday, January 24 Last Day for Student-Initiated and Faculty Initiated Withdrawals (W appears on transcript) – Friday, March 28 Last Day of CDE’s Spring Semester – Wednesday, April 30 Last Day of Instruction on UAF campus – Monday, May 5 Finals – Wednesday – Saturday, May 7 – May 10</p>	

<p>Week 1</p> <p>You must complete all assignments by 9 am on the due date. Earlier is better!</p> <p>Grades will usually be posted on Blackboard by the following Monday.</p>	<p>Welcome to Excel!</p> <ol style="list-style-type: none"> Access your UAF email account. One is automatically given to you upon registration of a UAF course. Access Blackboard and become familiar with it by navigating around the site. Find site at http://classes.uaf.edu/ Login with user name and password. Introduce yourself to your classmates on Blackboard. Click on Discussion Area and the Introduction forum. Start a new thread and tell 10 things about yourself and 2 can be untrue! Read the other introductions to get to know your classmates. Read the objectives for this week's assignment on Blackboard in the Assignments area. Review the Lecture Notes on Blackboard. Read and complete Projects A and B in Chapter 1 – Creating a Worksheet and Charting Data in your text. Review key points by viewing the PowerPoint slides for Chapter 1 on Blackboard in the Assignments area. Whenever a concept is challenging, or you have difficulty remembering how to achieve a task, complete additional projects for extra reinforcement. Complete Project 1G and submit to Blackboard along with the completed assignment sheet tag. <p>Problems? Contact me at ffejb@uaf.edu</p>
<p>Week 2</p>	<ol style="list-style-type: none"> Complete the Matching and Fill-in-the-Blank questions at the end of your chapter. Check your answers with the key on Blackboard. Complete the chapter quiz on Blackboard in the Assignments area. This may be repeated (questions may vary) and only the most recent score is recorded. On Monday, go to Check my Grade in Blackboard. You'll see points earned and comments on your work from the previous week. (no one else can see your grades) Complete Project 1K and submit your workbook on Blackboard along with the completed assignment sheet tag. Complete Project 1M. Go to the Blackboard discussion area and participate in the discussion for this chapter. Tell what was easy or confusing.
<p>Week 3</p>	<p>Managing Workbooks and Analyzing Data</p> <ol style="list-style-type: none"> Read the objectives for this week's assignment on Blackboard in the Assignments area. Review the Lecture Notes on Blackboard. Read and complete Projects 2A and 2B in Chapter 2 – Managing Workbooks and Analyzing Data in your text. Review key points by viewing the PowerPoint slides for this chapter on Blackboard in the Assignments area. Whenever a concept is challenging, or you have difficulty remembering how to achieve a task, complete additional projects for extra reinforcement. Complete the Project 2G and submit to Blackboard along with the completed assignment sheet tag.
<p>Week 4</p>	<p>Managing Workbooks and Analyzing Data</p> <ol style="list-style-type: none"> Complete the Matching and Fill-in-the-Blank questions at the end of your chapter. Check your answers with the key on Blackboard. Complete the chapter quiz on Blackboard in the Assignments area. Complete Project 2K and submit your workbook on Blackboard along with the completed assignment sheet tag. Complete Project 2L. Go to the Blackboard discussion area and participate in the Chapter 2 discussion.

<p>Week 5</p>	<p>Using Functions and Tables</p> <ol style="list-style-type: none"> 1. Read the objectives for this week’s assignment on Blackboard in the Assignments area. 2. Review the Lecture Notes on Blackboard. 3. Read and complete Projects 3A and 3B in Chapter 3 – Using Functions and Tables in your text. 4. Review key points by viewing the PowerPoint slides for this chapter on Blackboard in the Assignments area. 5. Whenever a concept is challenging, or you have difficulty remembering how to achieve a task, complete additional projects for extra reinforcement. 6. Complete Project 3I Opals and submit to Blackboard along with the completed assignment sheet tag.
<p>Week 6</p>	<p>Using Functions and Tables</p> <ol style="list-style-type: none"> 1. Complete the Matching and Fill-in-the-Blank questions at the end of your chapter. Check your answers with the key on Blackboard. 2. Complete the chapter quiz on Blackboard in the Assignments area. 3. Complete Project 3K and submit your workbook on Blackboard along with the completed assignment sheet tag. 4. Complete Project 3M. Go to the Blackboard discussion area and participate in the Chapter 3 discussion.
<p>Week 7</p>	<p>Using Templates, Range Names, and Lookup Functions</p> <ol style="list-style-type: none"> 1. Read the objectives for this week’s assignment on Blackboard in the Assignments area. 2. Review the Lecture Notes on Blackboard. 3. Read and complete Projects 4A and 4B in Chapter 4 – Using Templates, Range Names, and Lookup Functions in your text. 4. Review key points by viewing the PowerPoint slides for this chapter on Blackboard in the Assignments area. 5. Whenever a concept is challenging, or you have difficulty remembering how to achieve a task, complete additional projects for extra reinforcement. 6. Complete Project 4H and submit to Blackboard along with the completed assignment sheet tag.
<p>Week 8</p>	<p>Using Templates, Range Names, and Lookup Functions</p> <ol style="list-style-type: none"> 1. Complete the Matching and Fill-in-the-Blank questions at the end of your chapter. Check your answers with the key on Blackboard. 2. Complete the chapter quiz on Blackboard in the Assignments area. 3. Complete Project 4K and submit your workbook on Blackboard along with the completed assignment sheet tag. 4. Complete Project 4M. Go to the Blackboard discussion area and participate in the Chapter 4 discussion.
<p>Week 9</p>	<p>Importing Data and Using Excel as a Database</p> <ol style="list-style-type: none"> 1. Read the objectives for this week’s assignment on Blackboard in the Assignments area. 2. Review the Lecture Notes on Blackboard. 3. Read and complete Projects 5A and 5B in Chapter 5 – Importing Data and Using Excel as a Database in your text. 4. Review key points by viewing the PowerPoint slides for this chapter on Blackboard in the Assignments area. 5. Whenever a concept is challenging, or you have difficulty remembering how to achieve a task, complete additional projects for extra reinforcement. 6. Complete Project 5E and submit to Blackboard along with the completed assignment sheet tag.

Week 10	<p>Importing Data and Using Excel as a Database</p> <ol style="list-style-type: none"> 1. Complete the Matching and Fill-in-the-Blank questions at the end of your chapter. Check your answers with the key on Blackboard. 2. Complete the chapter quiz on Blackboard in the Assignments area. 3. Complete Project 5K and submit your workbook on Blackboard along with the completed assignment sheet tag. 4. Complete your choice of projects 5L-5O (pick one). Go to the Blackboard discussion area and participate in the Chapter 5 discussion.
Week 11	<p>Summarizing Data and Making Business Decisions</p> <ol style="list-style-type: none"> 1. Read the objectives for this week's assignment on Blackboard in the Assignments area. 2. Review the Lecture Notes on Blackboard. 3. Read and complete Projects 6A and 6B in Chapter 6 – Summarizing Data and Making Business Decisions in your text. 4. Review key points by viewing the PowerPoint slides for this chapter on Blackboard in the Assignments area. 5. Whenever a concept is challenging, or you have difficulty remembering how to achieve a task, complete additional projects for extra reinforcement. 6. Complete Project 6G and submit to Blackboard along with the completed assignment sheet tag.
Week 12	<ol style="list-style-type: none"> 1. Complete the Matching and Fill-in-the-Blank questions at the end of your chapter. Check your answers with the key on Blackboard. 2. Complete the chapter quiz on Blackboard in the Assignments area. 3. Complete Project 6L and submit your workbook on Blackboard along with the completed assignment sheet tag. 4. Complete Project 6O. Go to the Blackboard discussion area and participate in the Chapter 6 discussion.
Final Project Due by 9 am May 9	<p>Final Project. See additional handout for requirements. Submit final project to Discussion Board area. View and comment on at least one classmate's project. It is so interesting and fun to see all the neat ways to use Excel. Don't miss out on seeing how your classmates have applied their Excel skills!</p>

You made it! Thanks for being such EXCEL-lent students. You can be proud of all you have accomplished!

 **Assignments****What are the Due Dates??
Week #—Assignments Due at 9 am on...**

Week 1—Feb 1
Week 2—Feb 8
Week 3—Feb 15
Week 4—Feb 22
Week 5—Feb 29
Week 6—Mar 7
Spring Break March 10-14
Week 7—Mar 21
Week 8—Mar 28
Week 9—Apr 4
Week 10—Apr 11
Week 11—Apr 18
Week 12—Apr 25
Final Project due—May 9

Other Important Dates:

First Day of Instruction – Thursday, January 24
Last Day for Student-Initiated and Faculty Initiated Withdrawals (W appears on transcript) – Friday, March 28
Last Day of CDE's Spring Semester – Wednesday, April 30
Last Day of Instruction on UAF campus – Monday, May 5
Finals – Wednesday – Saturday, May 7 – May 10

**Introductions due at end of Week 1**

Follow the link to Discussion Board and Introductions. Introduce yourself to your classmates. Create a list of 10 things you want to share about yourself and two of the items can be FALSE!. Now **go on to the next assignment**, which is also due by the end of Week 1.

**More for Week 1 - Chapter 1 assignment (see due date schedule above)****Week 2 ,Creating Worksheets and Charting Data**

Chapter 1 continues

**Week 3 - Managing Workbooks and Analyzing Data**

Chapter 2

**Week 4 Managing Workbooks and Analyzing Data**

Chapter 2



Week 5 - Functions and Tables
Chapter 3



Week 6 -Ch3 Functions and Tables, continues
More fun with Excel's built-in functions!



Week 7 - Using Templates, Range Names, and Lookup Functions
Chapter 4



Week 8
Ch 4--Create your own templates!



Week 9 - Importing Data and Using Excel as a Database
Chapter 5



Week 10 - Database practice
Chapter 5



Week 11 - Summarizing Data and Making Business Decisions
Chapter 6



Week 12 - More Business Decisions
Chapter 6



Final Project Info

[Rubric and project details](#) (17.852 Kb)

Please post your Final Project file(s) to the discussion board. Tell about your project and comment on the project of at least one classmate.