

# Computer Applications I

## *Microsoft Excel*

<b>Text:</b>	<i>Glencoe/McGraw-Hill Publishing Company</i> <i>Excel 2002: A Comprehensive Approach, Core &amp; Expert</i> , copyright 2002 Author: Kathleen Stewart
<b>Supplemental Materials:</b>	Internet
<b>Course Description:</b>	The students develop an understanding of Excel, a spreadsheet program that allows you to organize data, complete calculations, make decisions, graph data, develop professional looking reports, and publish organized data on the Web.
<b>Methods of Evaluation:</b>	Students will be assessed by concept reviews, applications, tests, quizzes, theory, and knowledge of the software being used, semester exams and/or any other form of evaluation instrument the instructor finds applicable to the course.
<b>Pace of Instruction:</b>	Introduction to Excel Getting Started with Excel Creating a Workbook Using Editing and Formatting Tools Working with Cells, Columns, Rows, and Sheets. Working with Formulas and Functions Using Simple Formulas and Functions Using Logical and Financial Functions Using Advanced Functions and Hyperlinks Improving Uses of Worksheet Information Building Charts Adding Design Elements Working with Multiple Worksheets and List
<b>Course Objectives:</b>	Start Excel. Navigate in a workbook. Open an existing workbook. Edit a worksheet. Manage files. Print Excel files. Enter labels. Change the font. Select cell ranges. Modify column width and row height. Enter values and dates. Save a workbook. Enter basic formulas. Use AutoCorrect. Look at Trace Error options. Use Spelling. Use Find and Replace.

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	<p>Use AutoFill and series. Apply an AutoFormat. Change the page setup. Insert and delete worksheets. Insert and delete cells. Add labels by using AutoComplete and Pick From List. Copy, move, and paste cell contents. Work with columns and rows. Work with cell alignment. Use Merge and Center. Apply borders and shading. Use a template to create a workbook. Build addition and subtraction formulas. Build multiplication and division formulas. Use order of precedence in a formula. Use math and statistical functions. Use relative, absolute, and mixed references. Refine format and print options. Use the IF function. Use AND, OR, and NOT functions. Work with styles. Work with page breaks. Use the PMT and FV functions. Use the INT function. Use the ROUND function. Use date and time arithmetic. Create nested functions. Use Text functions. Create a hyperlink. Preview and print charts. Edit chart objects. Create charts. Edit chart data. Use images and patterns for data series. Create combination charts. Add callouts to a worksheet. Format drawing objects. Insert WordArt. Insert a picture. Use a background picture. Add an image to a header or footer. Insert a comment. Save a workbook as a Web page. Copy and group worksheets. Create a 3-D reference. Use functions in a 3-D reference.</p>
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	Copy data to another workbook. Sort and filter data in a list. Use COUNTA in a 3-D reference. Set print areas and print selections. Create a custom view.
Date Completed	10-09-11