

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

**COURSE NUMBER:** COMP 115

**COURSE TITLE:** SPREADSHEET CONCEPTS AND APPLICATIONS

**SEMESTER CREDIT HOUR:** 3

**DEPARTMENT:** Computer Science

**DIVISION:** General Education

**PREREQUISITE:** Keyboarding skills

### **COURSE DESCRIPTION:**

This course provides new spreadsheet users with the fundamentals they need to begin using the Microsoft Excel spreadsheet program immediately. Students learn the basics of spreadsheet use on a microcomputer and quickly develop the tools they need to apply this technology to business applications.

The objective of this course is to introduce you to the features of spreadsheet application software.

Our goal is to develop your knowledge of how spreadsheet software is used in business.

### **COURSE OUTCOMES AND COMPETENCIES:**

**Students who successfully complete this course will be able to:**

1. Use spreadsheet software to create professional quality workbooks
--

Create, edit, organize and print a worksheet.

- Open electronic workbook.
- Identify the elements of an Excel window including the Ribbon.
- Move the highlight in the worksheet.
- Select cells and enter data in the worksheet.
- Edit cells.
- Save and print a worksheet.
- Change column width.

- Position text within a cell by wrapping, rotating, indenting, and aligning.
- Change the appearance of cells using fonts, styles, colors, and borders.
- Designate the format of a cell to accommodate different kinds of text and numerical data.
- Copy and move data to other cells.
- Insert and delete columns and rows.
- Freeze titles.
- Protect a worksheet.

Use, edit and identify parts of functions, formulas and absolute references in a spreadsheet.

- Enter and edit formulas.
- Distinguish between relative, absolute, and mixed cell references.
- Use the AutoSum button and the point-and-click method of entering formulas.
- Display formulas in the worksheet.
- Perform immediate and delayed calculations.
- Identify the parts of a functions formula.
- Use functions formulas to solve mathematical problems.
- Use function formulas to solve statistical and financial problems.
- Use function formulas in insert times and dates in a worksheet.

Use Excel's workbook features.

- Insert a comment in the worksheet.
- Apply conditional formatting.
- Paint formats from one part of the worksheet to another.
- Sort data in a worksheet.
- Name a range of data.
- Use the outline mode to view a portion of the worksheet.
- Insert a picture in a worksheet.
- Move and copy data between applications.
- Link data from other applications.
- Use the Drawing tools to enhance a worksheet.
- Save a worksheet as a Web page.

Create and format charts.

- Identify the purpose of charting worksheet data.
- Identify the types of worksheet charts.
- Create a chart sheet and save a chart.
- Switch between charts and worksheets, zoom, and rename a chart.
- Preview and print a chart.
- Create an embedded chart.
- Edit a chart and change the type of chart.

## 2. Use advanced spreadsheet features to create workbooks

Use advanced methods of formatting and printing to enhance worksheets.

- Apply accounting, fraction, and scientific formats.

- Create a custom format.
- Use AutoFormats.
- Apply conditional formats.
- Apply styles and data validation.
- Enhance the appearance of worksheet charts.
- Use Print Preview.
- Change page setup options.
- Create your own page breaks.
- Apply various print features.

#### Filter and extract data.

- Create a data list.
- Add, edit, delete, and sort records in a list.
- Search for records that meet certain criteria.
- Search a list using AutoFilter.
- Search for records using the Top 10 feature and search operators.
- Search for records and extract records using advanced filters.

#### Use analytical tools and pivot tables.

- Create scenarios.
- Use Excel's auditing feature.
- Create a PivotTable report, and an interactive PivotTable report.
- Create a PivotChart.
- Use Goal Seek.
- Use Solver.

#### Use and create macros.

- Discuss the purpose of macros.
- Create, record, run and edit a macro.
- Customize a toolbar by adding macro buttons.
- Assign a macro a command button.

#### Import, export, and integrate data.

- Import and Export data from other applications to Excel.
- Import and edit HTML files.

#### Use templates.

- Create, save, open and edit a template.
- Use Excel's built-templates.

#### Use multiple worksheets and workbooks.

- Move between worksheets in a workbook.
- Add or delete a worksheet with a workbook and copy and move data between worksheets.
- Copy an entire worksheet's data and move between open workbooks.
- Save a workspace and link workbooks.

#### Create shared workbooks and data maps.

- Create and use shared workbook.
- Insert and edit comments and track changes to a workbook.
- Add protection properties to a workbook.

- Create a data map for geographic regions.

Create Web pages.

- Create a Web page for use.

Create outlines and subtotals.

- Create and remove an outline.
- Create and remove subtotals from worksheet data.
- Work with named ranges and use Lookup functions.

Create graphics and embedded objects.

- Identify the tools on the Drawing toolbar and draw and format objects and insert AutoShapes.
- Edit graphic objects and Embed objects.