

Introduction to Software Applications
Microsoft Excel 2007 1/e Labs

Chapter 1: Introduction to Excel: What Can I Do with a Spread Sheet?

Reading assignment: **White pages**, Chapter 1, pages; 311-323, 328-346, 353-356

In-class: **Yellow pages**; 324- 327, 347-352, 357-359

Homework

1. Practice Exercise, 1 Verifying a Debit Card (chap1_pe1_debitcard), p364
2. Practice Exercise, 4 Astronomy Lab (chap1_pe4_solarsystem) p368
3. Mid-Level Exercise, 2 Exploring Formatting Options (chap1_mid2_formatting), p371
4. Mid-Level Exercise, 3 Measurement Conversions (chap1_mid3_conversion) p372
5. Review Multiple Choice, pages 362-364

Chapter 2: Formulas and Functions; Math Basics for Spreadsheet Use

Reading assignment: **White pages**, Chapter 2, pages; 379-383, 387-393, 399-402, 407-409

In-class: **Yellow pages**; 384-386, 394-398, 403-406, 410-411

Homework

1. Practice Exercise, 1 West Transylvania Women's Basketball Statistics (chap2_pe1_basketball) p415
2. Practice Exercise, 2 Predicting Retirement Income (new blank document) p416
3. Practice Exercise, 3 Election Trends (chap2_pe3_election) p418
4. Practice Exercise, 4 Expanded Payroll (chap2_pe4_exppayroll) p419
5. Review Multiple Choice, pages 413-414

Chapter 3: Graphs and Charts: Delivering a Message

Reading assignment: **White pages**, Chapter 3, pages; 429-442, 450-453, 459-461,

In-class: **Yellow pages**; 443-449, 454-458, 462-467

Homework

1. Practice Exercise, 1 Vacation Park Admissions, (chap3_pe1_vacation) p471
2. Practice Exercise, 2 Anytime Talk, Inc. – Chart Formatting (chap3_pe2_talk) p473
3. Mid-Level Exercise, 2 Comparison of Rows and Columns (chap3_mid2_zoo) p478
4. Mid-Level Exercise, 4 Study Analysis (chap3_mid4_scatter) p480
5. Review Multiple Choice, pages 469-470

Prof. Ron Leask

860-885-2391

rleask@trcc.commnet.edu

Thames Valley Campus Room A201(Corner Office)

DO NOT DO Chapter 4 nor its problems

Chapter 4: Working with Large Spreadsheets and Tables: Manipulating Worksheets and Tables Management

Reading assignment: **White pages**, Chapter 1; pages 485-496, 504-518

In-class: **Yellow pages**; 497-503, 519-526

Homework

1. Practice Exercise, 1 West Transylvania Education Foundation Silent Auction (chap4_pe1_auction) p530
2. Practice Exercise, 3 XYZ Corporation Employee List (chap4_pe3_xyz p 532
3. Mid-Level Exercise, 4 Population Analysis (chap4_mid4_population) p539
4. Review Multiple Choice, pages 528-529

NOTE: Help with Excel available in Library

Exam on Excel ~ 4-5 weeks Exam Scheduled for ~ Week of 2 November 2008