Spreadsheet Applications

Introduction

Getting Started with Microsoft Windows XP:

>Reading Assignment: Getting Started with Microsoft Windows XP: Pages 733 – 796
>>Hand-on Exercises 1 (page 742 - step 3 on except for step 6) and 2 (page 753)
>
>Practice with Windows XP (pages 799 – 801)
>>Exercise 1 and 3

Microsoft Excel 2003 Labs
Chapter 1: Introduction to Microsoft Excel: What Is a Spreadsheet?

>Reading Assignment: Chapter 1, Pages 1 – 53
>>Hands-on Exercises 1 (page 11 – steps 3 – 7 – printout) and 2 (page 22)
>
>Practice with Excel (pages 56 – 61)
>>Exercise 1 and 6

Chapter 2: Gaining Proficiency: The Web and Business Applications

>Reading Assignment: Chapter 2, Pages 67 – 98
>>Hands-on Exercises 1 (page 71 – printout) and 3 (page 80 – printout)
>
>Practice with Excel (pages 101 – 108)
>>Exercise 1 and 8

Chapter 3: Graphs and Charts: Delivering a Message

>Reading Assignment: Chapter 3, Pages 115 - 153
>>Hands-on Exercises 1 (page 127 – printout) and 2 (page 139 – printout)
>
>Practice with Excel (pages 156 – 159)
>>Exercise 1 and 4

Chapter 4: Spreadsheets in Decision Making: What If?

>Reading Assignment: Chapter 4, Pages 167 - 211
>>Hands-on Exercises 1 (page 173 – printout) and 3 (page 201 – steps 1 – 7 – printout)
>
>Practice with Excel (pages 214 - 217)
>>Exercise 1 and 4

Chapter 5: Consolidating Data: Worksheet References and File Linking

Reading Assignment: Chapter 5, Pages 229 – 262
 Hands-on Exercises 1 (page 234), 2 (page 242 and 4 (page 256)
Practice with Excel (pages 265 – 270)
 Exercise 1, 2 and 6

Chapter 6: Financial Analysis: Forecasting, Rate of Return and Amortization

Reading Assignment: Chapter 6, Pages 275 – 319
 Hands-on Exercises 1 (page 280) and 3 (page 303)
Practice with Excel (pages 322 – 328)
 Exercise 1 and 7

Chapter 7: List and Data Management: Converting Data to Information

Reading Assignment: Chapter 7, Pages 335 - 381
 Hands-on Exercises 1 (page 343) and 2 (page 358)
Practice with Excel (pages 384 – 387)
 Exercise 1 and 4

Chapter 8: Data Analysis: A Capstone Chapter

Reading Assignment: Chapter 8, Pages 397 - 433
 Hands-on Exercises 1 (page 401) and 2 (page 410)
Practice with Excel (pages 436 - 443)
 Exercise 1 and 8

Chapter 9: Automating Repetitive Tasks: Macros and VBA

Reading Assignment: Chapter 9, Pages 449 - 501
 Hands-on Exercises 1 (page 452), 2 (page 463) and 3 (page 472)
Practice with Excel (pages 504 - 508)
 Exercise 1, 3 and 5

Chapter 10/11: Advanced Topics: Technical Applications

Reading Assignment: Chapter 10/11, Pages 515 – 560 and 612
 Hands-on Exercises 10/1 (page 521) and 11/2 (page 587)
Practice with Excel
 TBD