

Spreadsheet Applications

Three Rivers Community-Technical College
Norwich, CT 06360

Vic Zielinski
E-mail VZielinski@trcc.commnet.edu
Office Hours by appointment only

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Section description with assignments

Objectives Class 1

Describe what a spreadsheet is and potential applications
Explain how the rows and columns of a spreadsheet are identified, and how its cells are labeled.
Distinguish between a formula and a constant
Open, save, print a workbook; insert and delete rows and columns
Describe the three-dimensional nature of a workbook; distinguish between a workbook and a worksheet
Print worksheet with values or formulas
Copy and/or move cells within a worksheet
Differentiate between relative, absolute, and mixed references
Use Page Setup to print worksheet and preview before printing
Format a worksheet to include changing the font or appearance, borders, and alignment

For Class Grade

Chapter 1 Page 56 Practice #1
Chapter 1 Page 57 Practice #2
Chapter 1 Page 58 Practice #3
Chapter 1 Page 61 Practice #6

Objectives Class 2

Gain proficiency in the use of relative and absolute references
Explain the importance of isolating the assumptions in a worksheet
Use the fill handle to copy a range of cells
Use pointing to enter a formula
Insert a hyperlink into an Excel worksheet
Save a worksheet as a Web page
Learn the concept of "round trip html"
Import data from a web query into an Excel workbook
Describe the Today function and date arithmetic

For Class Grade

Chapter 2 Page 102 Practice #2
Chapter 2 Page 104 Practice #4
Chapter 2 Page 105 Practice #5
Chapter 2 Page 107 Practice #7
Chapter 2 Page 108 Practice #8

Objectives Class 3

- Describe the PMT and FV functions
- Use the PMT and FV functions
- Explain how the Goal Seek command can facilitate decision making
- Define and use a mixed reference
- Use the AVERAGE, MAX, MIN, and COUNT functions
- Use the IF and VLOOKUP functions to help in the decision-making process
- Freeze and hide rows and columns to work with large worksheets
- Print and view large spreadsheets

For Class Grade

- Chapter 3 Page 157 Practice #2
- Chapter 3 Page 159 Practice #4
- Chapter 3 Page 160 Practice #5
- Chapter 3 Page 162 Practice #7
- Chapter 3 Page 164 Practice #9

Objectives Class 4

- Know advantages and disadvantages of different chart types
- Distinguish between an embedded chart and one in a separate chart sheet
- Use the ChartWizard
- Use Drawing toolbar to enhance chart with lines, 3D shapes and objects
- Differentiate between data series specified in rows versus ones in columns
- Create a compound document consisting of word processing, worksheet and a chart

For Class Grade

- Chapter 4 Page 217 Practice #4
- Chapter 4 Page 218 Practice #5
- Chapter 4 Page 220 Practice #7
- Chapter 4 Page 222 Practice #9

Objectives Class 5

- Distinguish between a cell reference, worksheet reference, and a 3D reference; use appropriate references to consolidate data
- Select and group multiple worksheets to enter common formulas or formats
- Use AutoFormat
- Explain the advantages of using functions over building formulas when consolidating multiple worksheets
- Organize and document a workbook
- Copy and Paste to another workbook
- Distinguish between a source versus dependent workbook; create external references to link workbooks

For Class Grade

- Chapter 5 Page 253 Practice #1
- Chapter 5 Page 254 Practice #2
- Chapter 5 Page 255 Practice #3
- Chapter 5 Page 257 Practice #5

Objectives Class 6

Develop spreadsheet model for financial forecast
Explain how the Scenario Manager facilitates the decision-making process
Differentiate between precedent and dependent cells
Use the Formula Auditing toolbar
Track editing changes
Use cell comments
Explain how workgroup functions enable collaborative work
Resolve conflicts between users
Describe the use of data validation
Use conditional formatting
Explain how template facilitates the creation of a new spreadsheet
Create a template

For Class Grade

Chapter 6 Page 297 Practice #1
Chapter 6 Page 298 Practice #2
Chapter 6 Page 300 Practice #4
Chapter 6 Page 302 Practice #6
Chapter 6 Page 304 Practice #8

Objectives Class 7

Create a list
Add, edit and delete records in an existing list
Use Text Import Wizard to import data from other applications
Describe the TODAY function and use date arithmetic
Use the Sort command
Use the database functions: DSUM, DAVERAGE, DMAX, DMIN, and DCOUNT
Use AutoFilter and Advanced Filter
Use the Subtotals command
Use a pivot table and pivot chart; save a pivot table as a web page

For Class Grade

Chapter 7 Page 356 Practice #1
Chapter 7 Page 357 Practice #2
Chapter 7 Page 358 Practice #3
Chapter 7 Page 359 Practice #4
Chapter 7 Page 362 Practice #7

Objectives Class 8

Define a macro
Record and run a macro; view and edit a simple macro
Use the InputBox and MsgBox statements
Use a keyboard shortcut or customized toolbar to execute a macro
Describe the function of the Personal Macro workbook
Use the Step Into command to execute a macro one statement at a time
Use Copy and Paste to duplicate an existing macro
Use Visual Basic IF and DO statements to make decisions

For Class Grade

Chapter 8 Page 422 Practice #1
Chapter 8 Page 423 Practice #2
Chapter 8 Page 425 Practice #4

