

*Introduction to Software Applications*  
*Microsoft Excel 2010 Vol-I*

*Note: 1. When you hand in an Excel spreadsheet that contains equations, make sure you hand in TWO sheets, the original sheet with your work, plus the another sheet that shows the equations of your work. Create the equation work sheet, using (Ctrl + `).*

*This comment does not apply to graph homework, Chapters 3 or 4.*

*2. Make sure you add gridlines and row and column headings to each spreadsheet. Page Layout -> Sheet ->*

*3. You get 2 points extra credit for each hands on exercise completed*

**Chapter 1: Introduction to Excel: What Is a Spreadsheet?**

Reading assignment: **White pages**, Chapter 1, pages; 311-317, 321-324, 330-340, 346-349, 354-357

**Do Hands-On Exercises (5) Yellow pages**; 318- 320, 325-329, 341-345, 350-353, 358-361

**Homework**

1. Practice Exercise, 1 Mathematics Review (e01p1math), p364
2. Practice Exercise, 3 Elementary School Attendance (e01p3attend) p367
3. Mid-Level Exercise, 1 Fuel Efficiency (e01m1fuel), p369
4. Mid-Level Exercise 2 Guest House Rental Rates (e01m2rentals), p369

Review KEY TERMS AND Do MULTIPLE CHOICE p362-363

**Chapter 2: Formulas and Functions: Performing Quantitative Analysis**

Reading assignment: **White pages**, Chapter 2, pages; 373-376, 382-388, 394-398, 403-405

**Do Hands-On Exercises (5) Yellow pages**; 377-381, 389-393, 399-402, and 406-408

**Homework**

1. Practice Exercise, 1 Blue Skies Airlines (e02p1flights) p411
2. Practice Exercise, 2 Central Nevada College Salaries (e02p2salary) p412
3. Practice Exercise, 3 Client Mortgage Calculator (e02p3client) p414
4. Mid-Level Exercise, 1 Sunrise Credit Union Weekly Payroll (e02m1payroll) p416

Review KEY TERMS AND Do MULTIPLE CHOICE p409-410

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***Chapter 3: Graphs:*** Depicting Data Visually

Reading assignment: **White pages**, Chapter 3, pages; 421-435, 441-445, 451-456,

**Do Hands-On Exercises (3) Yellow pages;** 436-440, 446-450, and 457-461

**Homework**

1. Practice Exercise, 1 Family Utility Expenses, (e03p1utilities) p465
2. Practice Exercise 2 US Population Estimates, (e03p2uspop) p466
3. Practice Exercise, 3 Gas Prices in Boston (e03p3boston) p467
4. Mid-Level Exercise, 2 Grade Analysis (e03m2psych) p470

Review **KEY TERMS AND Do MULTIPLE CHOICE** p463-464

***Do Not Do Any Chapter 4 problems***

***Chapter 4: Datasets and Tables:*** Managing Large Volumes of Data

Reading assignment: **White pages** Chapter 4; pages 473-478, 484-488, 493-500, 509-514

**Do Hands-On Exercises (3) Yellow pages;** 479-483, 489-492, 501-508, and 515-518

**Homework**

1. Practice Exercise, 1 Fiesta Collection (e04p1fiesta) p521
2. Practice Exercise, 2 Salary Data (e04p2salary) p522
3. Practice Exercise, 3 Dentist Association Donation List (e04p3donate) p523
4. Mid-Level Exercise, 1 University Band Member List (e04m1band) p525

Review **KEY TERMS AND Do MULTIPLE CHOICE** p519-520

**NOTE: Help with Excel available in Library**

***Exam in Excel, Chapters 1, 2, and 3, scheduled in 4 weeks on 4 and 6 April 2012.***

### **Guidance for Excel**

- 1. Include the following in header or footer or on a separate sheet when handing-in a worksheet:**
  - a. Last Name/First Name**
  - b. Page number of the exercise**
  - c. Date**
- 2. Include the following in an excel spread sheet:**
  - a. Row and Column headings**
  - b. Gridlines**
- 3. When you hand in an excel spreadsheet that contains equations, make sure you hand in TWO sheets, the original sheet with your work, plus the another sheet that shows the equations of your work. Create the equation work sheet, using (Ctrl + `). This comment does not apply to graph homework, Chapters 3 or 4.**
- 4. When possible, print the spread sheet to fit on one Landscape page. May have to reduce the size of the sheet.**
- 5. Hand in the final Hands-On Exercise for each chapter. Don't forget to label the chapter for the HOE**
  - a. You get an extra 2 bonus points for each final Hands-on exercise.**
- 6. When creating an excel spread sheet:**
  - a. Use the mouse and cell contents when generating equations. Minimize typing numbers in equations.**
  - b. Use auto-fill**