



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2016**

**OA 1140: Microsoft Excel, Core Level– 1.5 (0-0-3) 45 Hours for 15 Weeks**

**INSTRUCTOR:** Janelle MacRae

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**OFFICE HOURS:** W/Th/F:

1:00 – 2:20 pm

\*Or by Appointment

**CALENDAR DESCRIPTION:** A basic business math module will emphasize a range of mathematical calculations used in business. Students will use Excel to create a broad range of applications using skills that include: creating worksheets, formatting, cell reference formulas, PMT functions, other statistical functions, charts, integrations, data sort, data filter, and database functions.

**PREREQUISITE(S)/COREQUISITE:** none

**REQUIRED TEXT/RESOURCE MATERIALS:**

- Microsoft Excel 2016 Levels 1 & 2 “Benchmark Series” Nita Rutkosky, EMC Paradigm Publishing

**DELIVERY MODE(S): Lab:** A laboratory class is when you do individual work with help, and go over your own answers and weaknesses if any.

**COURSE OBJECTIVES:**

This course will teach you to design, create, format and maintain spreadsheets and to integrate Excel with other applications.

**LEARNING OUTCOMES: Upon successful completion of the course, students will be able to:**

**Chapter 1:**

- Identify the various elements of an Excel workbook
- Create, save, and print a workbook
- Enter data in a workbook
- Edit data in a workbook
- Use the AutoComplete, AutoCorrect, and AutoFill features
- Insert a formula using the AutoSum button
- Apply basic formatting to cells in the workbook
- Use the Help and Tell Me features

**Chapter 2:**

- Write formulas with mathematical operators
- Type a formula in the Formula bar
- Copy a formula
- Identify common formula and function errors
- Use the Insert Function dialog box to insert a formula in a cell
- Write formulas with the AVERAGE, MAX, MIN, COUNT, COUNTA, NOW, and TODAY functions
- Use absolute and mixed cell references in formulas

**Chapter 3:**

- Change column widths and row heights
- Insert rows and columns
- Delete cells, rows, and columns
- Clear data in cells
- Apply formatting to data cells
- Apply formatting to selected data using the Mini toolbar
- Apply a theme and customize the theme font and colors
- Format numbers
- Repeat the last action
- Automate formatting with Format Painter
- Hide and unhide rows and columns

**Chapter 4:**

- Change worksheet margins
- Center a worksheet horizontally and vertically on a page
- Change page orientation and size
- Insert and remove a page break in a worksheet
- Print column and row titles on multiple pages
- Scale data
- Insert a background picture
- Set and clear a print area
- Insert headers and footers
- Customize print jobs
- Complete a spelling check
- Find and replace data and cell formatting in a worksheet
- Sort data in cells in ascending and descending order
- Filter data

**Chapter 5:**

- Create a workbook with multiple worksheets
- Move, copy, and paste cells within and between sheets
- Move, rename, format worksheet tabs

- Hide/unhide worksheets
- Print a workbook containing multiple worksheets
- Change the zoom
- Split a worksheet into windows and freeze/unfreeze panes
- Name a range of cells and use a range in a formula
- Open multiple workbooks
- Arrange, size, and move workbooks
- Copy and paste data between workbooks
- Link data between worksheets

#### **Chapter 6:**

- Create and rename a folder
- Delete workbooks and folders
- Copy and move workbooks within and between folders
- Copy and move worksheets between workbooks
- Maintain consistent formatting with cell styles
- Insert, modify, and remove hyperlinks
- Create financial forms using templates

#### **Chapter 7:**

- Create a chart with data in an Excel worksheet
- Size, move, edit, format, and delete charts
- Print a selected chart and print a worksheet containing a chart
- Change a chart location
- Insert, move, size, and delete chart elements and shapes
- Use the Quick Analysis feature
- Write formulas with the PMT and FV financial functions
- Write formulas with the IF logical function

#### **Chapter 8:**

- Insert symbols and special characters
- Insert, size, move, and format images
- Insert a screenshot
- Draw, format, and copy shapes
- Insert, format, and type text in a text box
- Insert and format SmartArt graphics
- Insert and format WordArt

### **TRANSFERABILITY:**

N/A

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

|                     |     |
|---------------------|-----|
| Math Module         | 6%  |
| Chapter Assignments | 24% |
| Chapter Quizzes     | 40% |
| Final Exam          | 30% |

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

| Alpha Grade | 4-point Equivalent | Percentage Guidelines |  | Alpha Grade | 4-point Equivalent | Percentage Guidelines |
|-------------|--------------------|-----------------------|--|-------------|--------------------|-----------------------|
| A+          | 4.0                | 90-100                |  | C+          | 2.3                | 67-69                 |
| A           | 4.0                | 85-89                 |  | C           | 2.0                | 63-66                 |
| A-          | 3.7                | 80-84                 |  | C-          | 1.7                | 60-62                 |
| B+          | 3.3                | 77-79                 |  | D+          | 1.3                | 55-59                 |
| B           | 3.0                | 73-76                 |  | D           | 1.0                | 50-54                 |
| B-          | 2.7                | 70-72                 |  | F           | 0.0                | 00-49                 |

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

| <u>Week</u> | <u>Topic</u>                         | <u>Chapters</u> |
|-------------|--------------------------------------|-----------------|
| 1           | Introduction: Math Review            |                 |
| 2           | Preparing an Excel Workbook          | CH: 1           |
| 3           |                                      |                 |
| 4           | Inserting Formulas in a Worksheet    | CH: 2           |
| 5           |                                      |                 |
| 6           | Formatting an Excel Worksheet        | CH: 3           |
| 7           |                                      |                 |
| 8           | Enhancing a Worksheet                | CH: 4           |
| 9           |                                      |                 |
| 10          | Moving Data within/between Workbooks | CH: 5           |

|    |  |       |
|----|--|-------|
| 11 |  |       |
| 12 | Maintaining Workbooks                  | CH: 6 |
| 13 |  |       |
| 14 | Creating Charts and Inserting Formulas | CH: 7 |
| 15 |  |       |
| 16 | Adding visual interest to Workbooks    | CH: 8 |

### **STUDENT RESPONSIBILITIES:**

Daily attendance is essential! More than 3 missed classes may result in a recommendation of being debarred from exams.

### **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**\*\*Note:** all Academic and Administrative policies are available on the same page.