Excel 2007 - Beginning  
(103-123)  
Independent Study  

Course Completion Plan

Student Name: ___________________  Phone Number: ___________________

E-Mail: ___________________

Course Start Date: ______________

Required Course Completion Date: ______________

Course Completion Plan (for student planning purposes only)

<table>
<thead>
<tr>
<th>Projected Completion Date</th>
<th>Tutorial 1</th>
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I understand that if I do not complete this course by the end date above, I will receive an “F” for the course unless I’ve made other arrangements with the instructor.

I understand that if I am enrolled in other Independent Study courses, I must submit at least the first assignment those courses in the semester I registered for them. If I do not, I will receive an “F” for those courses.

Student Signature: ___________________

Assignment evaluations may be Emailed to me: Student Initials: ___________________
Excel - Beginning
Independent Study

Welcome to the Excel-Beginning course. We feel this course will give you a strong foundation of skills needed to use database programs effectively in either a home or business environment.

The course is self-paced, however, don’t procrastinate! There’s a lot of work to be accomplished and the longer you wait, the less slack time you’ll have if you run into trouble. You can accomplish the work in Room 101, 102, 104, 138, the library or, you can do the work at home if you have Excel 2007 on your computer at home.

Your primary reference for this course is the textbook listed in the syllabus and my Instructor’s Notes found on my web site (see below). If some of the concepts are confusing and you need additional references, you can find other Excel books in the library, or you can ask your instructor for other references.

A lot of support information for this course is available on the web. For all assignments, visit my Beginning Excel 2007 web site at: http://instructor.mstc.edu/Instructor/VGaul (click the Excel 2007 - Beginning link)

Student Files
The assignments for this course are based on previously created files that I refer to as the student files. You can get these files from one of three places:

1. My web site: look for the Student Files link on this page and download the files.
2. The book publisher’s web site: Course Technology. Download the files.
3. The CD-ROM that came with your book (copy files to your computer)

The Excel data files barely fit on a floppy disk. You should copy/download the students files either to your hard drive or to a USB storage drive.

Submitting Assignments

This course is paperless. You will submit your assignments via Email, USB flash drive, or floppy disk.

Email:
1. Complete homework assignment 1 (see following pages)
2. Email completed assignment files to me as attachments (see Submit list)
3. I will Email an evaluation sheet back to you.
4. Repeat steps 1 & 2 for each tutorial.

USB Storage Drive:
1. Complete homework assignment 1 (see following pages).
2. Make sure all the files are on the USB drive (see Submit list).
3. Bring the USB drive to me. I will copy the appropriate files to my computer and immediately return the USB drive to you.
4. I will Email you the evaluation.
5. Repeat steps 1 through 3 for each assignment.

You will make a contract with your instructor to determine when you plan to complete each unit of the course. Stick to the schedule and pace yourself to complete the work. If you get into trouble, get help quickly. GOOD LUCK!
## Course Title
Excel - Beginning Independent Study

## Course Number
103-123

## Credits
1

### Textbook
- *Microsoft Office Excel 2007 – Brief* OR
- *Microsoft Office 2007 – First Course*
  by Parsons, Oja, Ageloff, Carey
  (Course Technology, 2008)

### Instructor
- Volker F. Gaul
  Stevens Point Business Office
  Office Phone: 342-3121
  E-Mail: Volker.Gaul@mstc.edu

### Course Prerequisites
- Challenge Exam Available? Yes
- Articulated Course? No
- None

### Required Student Materials
- USB Storage Drive (Optional)

### Course Description
This course teaches students to solve business problems using a spreadsheet. Students will learn how to create and modify spreadsheets using commands, functions and formulas. Students will learn to format spreadsheets in a professional manner. Students will learn to create and analyze what-if scenarios. Students will learn how to create charts using spreadsheet data.

### Course Competencies
Students will learn to:
1. Start and exit Excel properly.
2. Move the cell pointer using the cursor keys, mouse and *quick keys*.
3. Enter formatted labels and values into spreadsheet cells.
4. Save, retrieve, and delete spreadsheet files.
5. Enter spreadsheet *formulas* in cells.
6. Edit the contents of a spreadsheet cell.
7. Use the on-line help system.
8. Define and use spreadsheet *ranges*.
9. Erase the contents of a cell or range of cells.
10. Differentiate between *relative* and *absolute* cell references and apply them in formulas appropriately.
11. Copy the contents of a range of cells to a different cell or cells.
12. Move the contents of a range of cells to a different cell.
13. Insert and delete rows and/or columns of cells.
14. Sort spreadsheet data.
15. Graphically chart data.

Students will be provided a microprocessor with *Microsoft Excel*. They may use any references available except on the final project where they may **not** work with other students.
Course Outline

I. Introduction to Spreadsheets
   a. Starting Excel
   b. Excel Window Components
   c. Spreadsheet Concepts
   d. View and Zoom Buttons
   e. Changing the Active Cell
   f. Managing Worksheets
   g. Selecting a Range
   h. Entering Data
   i. Entering Formulas
   j. Managing Rows and Columns
   k. Moving Cells
   l. Spell Checking
   m. Saving and Printing a Workbook
   n. Exiting Excel

II. Formatting
   a. Label Formatting
   b. Changing Cell Color
   c. Formatting Numbers and Dates
   d. Cell Alignment
   e. Cell Borders
   f. Applying Styles
   g. Copying Formats
   h. Table Styles
   i. Conditional Formatting
   j. Data Bars
   k. Hiding Rows and Columns
   l. Preparing a Worksheet for Printing
   m. Headers and Footers

III. Formulas and Functions
   a. Relative vs. Absolute References
   b. Using Functions
   c. AutoFill

IV. Creating Charts
   a. Selecting Data to Chart
   b. Charting Data
   c. Chart Locations
   d. Moving and Resizing Charts
   e. Customizing Charts

Student Assignments

Read textbook assignments (see attached)
Follow class exercises/examples closely
Complete end-of-chapter assignments (see attached)
Complete Final Project
**Course Grading**
I will assign a letter grade for the course based on the following overall percentages:

- **A** 95 - 100%
- **A-** 93 - 94%
- **B+** 90 - 92%
- **B** 88 - 89%
- **B-** 86 - 87%
- **C+** 83 - 85%
- **C** 80 - 82%
- **C-** 78 - 79%
- **D+** 75 - 77%
- **D** 72 - 74%
- **D-** 70 - 71%
- **F** Below 70%

**Academic Integrity Policy**
The Mid-State Technical College Board, administration, faculty, and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including suspension.

**Volker’s clarification of the above:**

Homework assignments for this course are completed entirely on disks which unfortunately are easy to copy. If I determine that two assignments are identical, I will interview both students in an attempt to determine who did the copying. If I can determine who copied, I will give that student a zero on the assignment and let other instructors know of the infraction. If I determine a student has copied a second time, I will immediately fail (fail, not withdraw) that student in this course.

**Course Expectations**
If you decide you no longer wish to attend this class, it is your responsibility to drop the class. I will not drop students who are no longer attending. If you don’t drop the course, you will receive a grade of “F”.

**Special Needs**

If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC’s goal to assist you in your individual educational plan.

If you have other circumstances (family, job, etc) that might affect your performance in this class, please let me know. We might be able to make accommodations to help ensure your success.
This is a paperless course. To reduce the amount of wasted paper at Mid-State Technical College, all your assignments will be submitted via Email, the Submitted Assignments folder on the server, or on a USB flash drive. Change any requests in the text to print to SAVE. Label your submittals clearly with the tutorial number so I know which assignment I am grading.

Tutorial 1
Read and Follow Pages EX 1 – EX 46
Review Tutorial 1 Instructors Notes (web page)

Assignments
Review Assignments 1-14, 17-22 (skip 15 & 16) Pages EX 48 – EX 49
Case Problem 1 Pages EX 49 – EX 50
Case Problem 3 Pages EX 52 – EX 54

Submit:
- Order Report (Review Assignment)
- Revised Report (Review Assignment)
- Altec Bicycles (Case Problem 1)
- Global Site (Case Problem 3)
**Tutorial 2**

Read and Follow Pages EX 57 – EX 100

Review Tutorial 2 Instructors Notes (web page)

**Assignments**

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<td>Review Assignments</td>
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<td>Case Problem 1</td>
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<td>Case Problem 2</td>
<td>Pages EX 106 – EX 108</td>
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<td>Case Problem 3</td>
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**Extra Credit** (3 points) (optional)

Internet Assignment  
Page EX 111

*Modification: Step 7: Set the number of decimal places to 2*

Submit:

- X410 Sales Comparison  
  (Review Assignment)
- FrostiWear Sales Report  
  (Case Problem 1)
- GrillRite Grills Packing Slip  
  (Case Problem 2)
- Iowa Election Results  
  (Case Problem 3)
- (Optional) Basketball League  
  (Internet Assignment)
Excel – Beginning 2007

Tutorial 3
Read and Follow Pages EX 113 – EX 151
Review Tutorial 3 Instructors Notes (web page)

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<td>Case Problem 1</td>
<td>Pages EX 153 – EX 154</td>
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<tr>
<td>Case Problem 2</td>
<td>Pages EX 155 – EX 156</td>
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<tr>
<td>Case Problem 3</td>
<td>Pages EX 156 – EX 158</td>
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<tr>
<td>Case Problem 4 Extra Credit (3 points) (optional)</td>
<td>Pages EX 158 – EX 159</td>
</tr>
</tbody>
</table>

Add before step 3: Clear the Order Form Print Area.

Submit:

- Timov Family Budget (Review Assignment)
- Chemistry 303 Final Scores (Case Problem 1)
- WizardWorks Order Form (Case Problem 2)
- Loan Grid (Case Problem 3)
- V6 Driving Test (optional) (Case Problem 4)
**Tutorial 4**
Read and Follow Pages EX 161 – EX 205
Review Tutorial 4 Instructors Notes (web page)

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<td>Case Problem 1</td>
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<tr>
<td>Case Problem 2</td>
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<tr>
<td>Case Problem 3</td>
<td>EX 211 – EX 212</td>
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<tr>
<td><strong>Extra Credit</strong> (3 points)</td>
<td></td>
</tr>
<tr>
<td>Case Problem 4 (Part 1-4)</td>
<td>EX 212 – EX 213</td>
</tr>
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Submit:
- Crockett Portfolio (Review Assignment)
- Kenai Fjords Park (Case Problem 1)
- Tornado Sightings (Case Problem 2)
- Mitchell Oil (Case Problem 3)
- Basketball Report (optional) (Case Problem 4)

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**Final Project**

After completing this tutorial, contact me to make arrangements to complete the final project. This final project must be completed in an MSTC computer lab. The final project is open book, open notes, and is untimed.