

## **POFI 1449 Spreadsheets - Excel**

Juanita Mendez, Instructor

Phone 223-5105

E-Mail Address: [jmendez@austincc.edu](mailto:jmendez@austincc.edu)

Class Section: 13506 Monday 5:30 - 9:40 PM at Eastview

Class Section: 13505 Tuesday 5:30 - 9:40 PM at South Austin

ACC Attendance Policy--Students may be withdrawn after 2 absences

### **COURSE**

**This course is designed to provide students preparing for careers as Administrative Assistants with a basic knowledge of Excel 2007. Students will be able to use Excel 2007 to produce spreadsheets for business applications, using a hands-on. You will use a tutorial-based and hands-on approach.**

**The tutorial is designed to be read first, away from the computer. Then you will complete the steps outlined on each page. Make sure that you understand one concept before you proceed to the next. At the end of the tutorial, there is a Concept Check and Skills Review to test your understanding of the basic competencies and theory presented in the tutorial. You will be assigned one of the Independent Challenge problems in each unit; once the entire unit is completed it will be graded, for up to 10 points (10 points being the highest for each unit).**

### **TEXTBOOK and Supplies**

Microsoft Excel 2007, Illustrated Series, Reding/O'Keefe, Course Technology (Approved by Microsoft for certified Microsoft Office User program) and;  
USB Flash Drive

### **GRADES**

Daily Work (units)	50% (each completed unit with no errors is worth 10 points)
Unit Test	25% (3 Tests)
Final Project	25% (Final Excel Project)

### **EVALUATION TECHNIQUES**

You will be given daily exercises to complete. Work is graded by looking at complete printout with formulas shown. Accuracy standards are used. Each unit contains several daily problems to complete accurately.

**Tests** (Independent Challenge and/or Visual Workshop problems) are given at the end of each unit. Objective questions are used to determine your level of understanding of the spreadsheet concepts. Hands-on problems are given to test your knowledge of the functions covered in the unit. Test problems will be timed and graded for accuracy, formatting and following directions.

**Project** will test all principles covered in Excel you will have to create your own worksheet using 25 or more different functions you have learned in Excel. An instruction sheet will be provided.

### **YOU WILL LEARN**

1. Use basic Windows operations as how to view toolbars, Spell Check, Open, New Save, Save As, Print, Print Preview, Page Set-Up, Headers, Footers, Undo, etc.
2. Enter data and formulas to create an accurate spreadsheet; Update and format an existing spreadsheet (Editing--Cut, Paste, Copy, Font, Borders and Shading, Number Format, Column Width, Center, Alignment, Indent, Format Painter, etc.) Also, using different calculating functions, such as, adding, multiply, counting, conditional formulas, validating cells, and many more.
3. Work with databases and use data sort or filters to manipulate information in a spreadsheet.
4. Create graphs for reports and presentations.
5. Working with formulas and functions, using lists, macros, summarizing data with pivot tables, interfacing with other Microsoft Office Programs, such as, Word, Access, and PowerPoint.