ITE 140
Spreadsheet Software

Course Description:

Covers use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. Covers MOS Excel objectives. Lecture 3 hours.

The objective for this course is to learn how spreadsheets are used. A spreadsheet is an electronic file that contains a grid of columns and rows containing related data and to display results of calculations, enabling interpretation of quantitative data for decision making. The course begins with basic spread sheet concepts which include navigating in a workbook, opening an existing workbook, editing a worksheet, managing files and printing Excel files. The student will also enter labels and numbers, change the font, select cells, modify row and column sizes, enter basic formulas and save a file. While creating formulas, students will be exposed to the Law of Precedence, using relative, absolute and mixed references. Charts are included in this portion of the course.

The intermediate part of this course uses more advanced functions including: IF Statements, AND, OR, NOT, PMT, FW and depreciation functions. The student will prepare Pivot Tables and use the auditing tools in the worksheet, use named ranges for navigation and in formulas, modifying and printing range names.

The advanced portion of this course covers multiple worksheets, sorting, naming and filtering a list. The course also includes What-If Analysis using Goal Seek, Scenario Manager, and Solver, working with Macros by running a Macro, editing a Macro, recording a Macro and assigning a Macro to a button.

Semester Credits: 3 Lecture Hours: 3 Lab/Recitation Hours: 0

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Course Outcomes

At the completion of this course, the student should be able to:

1. **Prepare a complex spreadsheet with formulas that looks professionally and be able to interpret the data.**
2. **Prepare a chart.**
3. **Work with multiple worksheets.**
4. **Write a macro.**
5. **Use the sophisticated What-if Analysis Tools**

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Required Materials:

Must have Internet access with Excel 2016.

Textbook:

Microsoft Office 365 Excel 2016 Comprehensive, New Perspectives,

ISBN: 9781337216616

The following supplementary materials are available:

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COURSE OUTLINE

Module 1 – Creating a Worksheet and a report.

Module 2 – Formatting workbook text and data.

Module 3 – Performing calculations with functions and formulas.

Module 4 Analyzing an Charting Financial Data.

Module 5 – Working with Excel Tables, Pivot Tables, and PivotCharts.

Module 6 – Working with Multiple Worksheets and Workbooks.

Module 7 – Developing an Excel Application.

Module 8 –Advanced functions

Module 9 – Exploring Financial Tools and Functions.

Module 10 –Performing What-If Analyses.

Module 11 – Analyzing Data with Business Intelligence.

Module 12 – Collaborating on a Shared Workbook.

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Notes to Instructors
(List information about optional topics, departmental exams, etc)

Week 1	**Orientation**
Week 2	**Microsoft Excel Module 1 & 2**
Week 3	**Microsoft Excel Module 3**
Week 4	**Microsoft Excel Module 4**
Week 5	**Microsoft Excel Module 5**
Week 6	**Microsoft Excel Module 6**
Week 7	**Excel Test**
Week 8	**Microsoft Excel Module 7**
Week 9	**Microsoft Excel Module 8**
Week 10	**Microsoft Excel Module 9**
Week 11	**Microsoft Excel Module 10**
Week 12	**Microsoft Excel Module 11**
Week 13	**Microsoft Excel Module 12**
Week 14	**Excel Test 2**
Week 15	**Mos Certification Review**
Week 16	**Mos Test**

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