

## Microsoft Office Excel 2007

Teacher: Pastor David Miller

Textbook: Learning Microsoft Office 2007, Lessons 1 – 4, Pearson/Prentice Hall  
(Exercises are available on the server)

### Assessment:

Over the next 11 weeks there will be a quiz every Monday with the exception of the mid-term, final exam and days of no school. The quiz average will make up 20% of the final 4<sup>th</sup> quarter grade and the test average will be counted as 20% of the final 4<sup>th</sup> quarter grade. The quiz will be given out and reviewed each Monday and taken each following Monday. Successful completion of the Microsoft Excel 2007 exercises will count as 50% of the final 4<sup>th</sup> quarter grade. The best Mavis Beacon speed test (adjusted words per minute) score will be counted as 10% of the final quarter grade.

### Grading in summary:

- Class Work 50% of the final grade
- Quiz Average 20% of the final grade
- Mavis Beacon 10% of the final grade
- Test Average 20% of the final grade

### 4<sup>th</sup> Quarter Class Work Grade Schedule:

- Complete Lesson 1: Exercises 1 through 6 for a 70% in class work
- Complete Lesson 2:
  - Exercises 7 – 9, for a 75% in class work
  - Exercises 10 – 13, for an 80% in class work
- Complete Lesson 3:
  - Exercises 13 – 16, for an 85% in class work
  - Exercises 17 – 19, for a 90% in class work
- Complete Lesson 4:
  - Exercises 20, 21, for a 93% in class work
  - Exercises 22, 23, for a 95% in class work
  - Exercises 24, 25, for a 98 % in class work
  - Exercises 26 – 29, for a 100% in class work

### Classroom procedure:

Students may work in groups of 2 or 3 for classroom exercises. Each student is responsible to email as an attachment - each completed exercise 2 through 24 with their Name and Exercise number used as a file name (no credit is given for no name's and no exercise #'s) For Example: **AdamBaker\_ex2.xlsx**

Each Monday a quiz is handed out at the beginning of class and is to be completed individually by each student. No discussion, talking or conversation is allowed while any students are taking the Monday quiz, mid-term or final test.

Individual and classroom instruction will be given for using formulas and implementing the spreadsheet software.

3/24/2010

## 10<sup>th</sup> Grade Computer Lab, 4<sup>th</sup> Quarter Schedule

### Quiz Schedule:

Classes are on Mondays and Wednesdays. Quizzes are always on Mondays.

<u>WEEK</u>	<u>CLASS DATE</u>	<u>QUIZ SCHEDULE</u>
Week 1,	March 29, March 31 <sup>st</sup>	Introduction, Classroom schedule/procedure <u>Handout</u> Quiz 1 on Exercises 1, 2, and 3. <b>No School</b> Friday, April 2 <sup>nd</sup> and Monday Apr 5, Easter Weekend.
Week 2,	April 7	<b><u>No school</u></b> on Monday, April 5. No Quiz.
Week 3,	April 12, 14	<b>Quiz 1</b> on Exercises 1, 2 and 3. <u>Handout</u> Quiz 2 on Exercises 4, 5, and 6.
Week 4,	April 19 - 23	<b><u>No school</u></b> , Spring Break
Week 5,	April 26, 28	<b>Quiz 2</b> on Exercises 4, 5 and 6. <u>Handout</u> Quiz 3 on Exercises 7, 8 and 9.
Week 6,	May 3, 5	<b>Quiz 3</b> Exercises 7, 8 and 9. <u>Handout</u> quiz 4 on 10, 11 and 12.
Week 7,	May 10, 12	<b>Quiz 4</b> Exercises 10, 11 and 12. <u>Handout</u> quiz 5 for Exs. 15 and 16 <u>Handout</u> mid-term on Lessons 1 and 2 (Exs. 1-12)
Week 8,	May 17, 19	<b>Mid-term test</b> on Lessons 1 and 2 <b>Quiz 5</b> on Exercises 15 and 16. <u>Handout</u> quiz 6 on Exs. 17, 18, 19 and 20
Week 9,	May 24, 26	<b>Quiz 6</b> Exercises 23 and 24. <u>Handout</u> Final on Lessons 3 and 4 (Exs. 17 – 29)
Week 10,	June 2	<b><u>No school Monday</u></b> , May 31 <sup>st</sup> Memorial Day.
Week 11,	June 7, 9	<b>Final</b> on Lessons 3 and 4, Monday June 7.

## Getting Started with Excel 2007

### Lesson 1

#### Exercise 1

- Start Excel
- The Excel Window
- Excel Interface
- Navigate the Worksheet
- Change Between Worksheets
- Worksheet Views
- Exit Excel

#### Exercise 2

- Create a New (Blank) Workbook
- Create a Workbook from a Template or Another Workbook
- Enter Labels
- Make Simple Corrections
- Undo and Redo
- Delete (Clear) Cell Contents
- Close a Workbook

#### Exercise 3

- Open workbooks
- Change from Workbook to Workbook
- Compare Workbooks
- AutoComplete
- Pick From List
- AutoCorrect
- Spell Check

#### Exercise 4

- Enter Numeric Labels and Values
- Enter Dates
- Create A Series
- Change Data Alignment
- Change Column Width

#### Exercise 5

- Enter a Formula

### Lesson 2

#### Exercise 8

- Select Ranges
- Range Entry Using Collapse Button

#### Exercise 9

- Choose a Theme
- Apply Cell Styles (Quick Styles)
- Apply Font Formats
- Apply Number Formats

#### Exercise 10

- Copy and Paste Data
- Copy Formats
- Relative Reference
- Absolute Reference
- Preview and Print a Worksheet

#### Exercise 11

- Insert and Delete Columns and Rows
- Move Data (Cut/Paste)
- Drag and Drop Editing

#### Exercise 12

- Insert, Delete, Copy, Move, and Rename Worksheets
- Change the Color of a Worksheet Tab
- Hide Sheets
- Group Sheets

**Lesson 3****Exercise 15**

- Use Functions
- Common Functions
- Insert a Function
- AutoCalculate

**Exercise 16**

- Excel Tables
- Comments

**Exercise 17**

- Named Ranges

**Exercise 18**

- Understand IF Functions
- Nested IF Functions
- =SUMIF() and SUMIFS() Functions
- =COUNTIF() AND COUNTIFS() Functions

**Exercise 19**

- Chart Basics
- Select Chart Data
- Chart Elements
- Create Charts
- Change Chart Types
- Select a Chart
- Resize, Copy, Move, or Delete a Chart

**Exercise 20**

- Change Data Series Orientation
- Format a Chart
- Resize, Move, or Delete a Chart Object
- Change Chart Text
- Enhance Chart Background
- Format Category and Value Axes

**Lesson 4****Exercise 23**

- Print a Workbook
- Print Multiple Copies
- Modify Page Setup
- Insert Headers and Footers
- Page Layout View

**Exercise 24**

- Insert Page Breaks
- Page Break Preview
- Set Print Area
- Repeat Row and Column Labels
- Other Sheet Tab Options

**Exercise 25**

- Copy and Paste Special
- Transpose Data

**Exercise 26**

- Combine Data with Copy and Paste Special

**Exercise 27**

- Freeze Labels While Scrolling
- Split a Worksheet into Panes

**Exercise 28**

- Drag and Drop Data Between Workbooks
- Link Workbooks

**Exercise 29**

- 3-D Formulas
- Duplicate Workbook Window