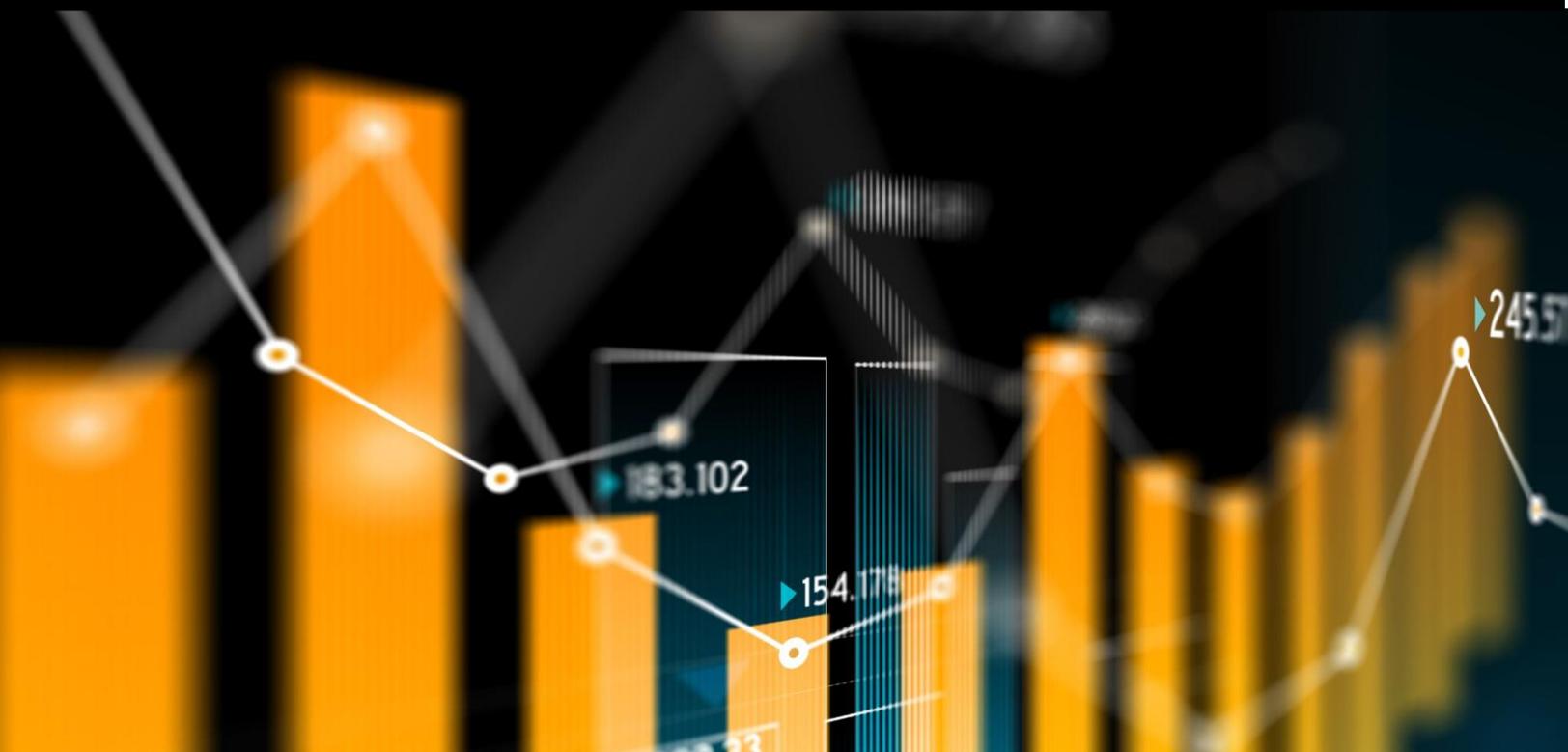


Excel Basics – Providing the Foundation



Instructors: Michael Crain & Carol Crites
B²Hub Accelerator Program

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B²Hub Instructors:

Michael Crain, MS MIS, CBA & **Carol Crites**, Computer Science

Office Location: 3107 North Big Spring | Midland, Texas 79707

Class hours: 6:00 pm to 7:00 PM

Length of Course: 5 weeks

Office hours: By appointment only

Office Phone: 432-247-8840

Personal Email: info@bamconsulting.com

COURSE DESCRIPTION:

The course enables students with the foundational knowledge of Excel to empower their ability to organize, analyze, and interact with various data. Students will integrate data to develop spreadsheets collectively with business data to enable analysis.

Grading

A community college describes this course as a “pass” or “fail,” reflecting a binary grading system. In many cases, the college will attach your earned grade for this course to your transcript without typically affecting your GPA. To ensure the grading results, ask if you’re attending the college the course represents.

Pass Grading

To receive a “Pass” grade, you must complete all five assignments and upload each completed spreadsheet to meet the requirements for instructor review. If the assignment requires corrections, it is required for you to complete the assignment per instructional feedback and email the results to info@bamconsulting.com for final review. The passing grade represents completed assignments relevant to the directions of the assignment.

Topics

- Introduction to Spreadsheets
- Mathematical Operations and Formulas
- Worksheet Structure and Clipboard Tasks
- Worksheet Formatting
- Worksheets, Page Setup, and Printing

Objectives & Skill Development

Five Excel Assignments

The course provides five assignments with critical content, guidance, and illustrations of Excel commands for you to utilize in developing your assignments. The assignments exemplify various formats, solutions, formulas, and multiple controls.

- Introduction to Spreadsheets
- Enter Text/Data
- Use AutoFill to Complete a Sequence
- Enter Values
- Enter a Date
- Clear Cell contents
- Objectives
- Explore the Excel Window
- Enter and Edit Cell Data
- Mathematical Operations and Formulas

Use Cell References in Formulas

- Apply the Order of Operations
- Use Semi-Selection to Create a Formula
- Copy Formulas
- Display Cell Formulas
- Objectives
- Create Formulas
- Display Cell Formulas
- Worksheet Structure and Clipboard Tasks

Insert Columns and Rows

- Delete a Row
- Hide a Column
- Adjust Row Height
- Select a Range
- Move a Range
- Copy and Paste a Range
- Use Paste Special
- Objectives
- Manage Columns and Rows
- Select, Move, Copy, and Paste Data
- Worksheet Formatting

Apply a Cell Style

- Merge and Center Data
- Change Cell Alignment
- Wrap Text
- Increase Indent
- Apply a Border
- Apply Fill Color
- Apply Number Formats
- Increase and Decrease Decimal Places

Objectives

- Apply Cell Styles, Alignment, and Font Options
- Apply Number Formats
- Worksheets, Page Setup, and Printing
- Copy or Move a Worksheet
- Rename a Worksheet
- Group Worksheets
- Set Page Orientation
- Select scaling Options
- Set Margin Options
- Create a Header or Footer
- View in Print Preview
- Print a Worksheet
- Manage Worksheets
- Select Page Setup Options
- Preview and Print a Worksheet

Outcomes

Students comprehend the essentials of spreadsheet creation, including data entry and editing, formatting, printing, saving, improving, and retrieving worksheets. The result of formulas and functions will receive primary emphasis. Other topics include preparing the foundation for developing charts and maintaining workbooks.

COURSE REQUIREMENTS:

Classroom Policy:

There will be a web portal available for downloading assignments, examples, and the ability to interact with others attending the class. The portal is full of information that contains instructions, assignments, and illustrations, collectively with assignment due dates. In addition, the instructor may post important notes about class assignments and provide additional direction regarding the selected Excel assignments.

- You are responsible for submitting required assignments for review relevant to the due dates. The instructor will not accept late assignments after the scheduled date.
- BAM respectfully requests that students be on time and ready for video collaboration before general activities. We always welcome discussion in class and out to ensure your personal development.

STUDENT CLASSROOM CONDUCT:

We ask that students exercise self-discipline and respect for the rights of others. Behavioral disruptions that interfere with the classroom or online discussions with an individual's learning ability may be referred to the Continue Education office to resolve.

MISCELLANEOUS:

Americans with Disabilities (ADA) Notice: We intend to make reasonable accommodations for its students with special learning requirements. You may document your unique needs through the College.

Email: All students must have an active email account throughout the course.

Hardware/Software Requirements

Computer:

PC Configuration - A CPU with 1 GHz processor, 256 MB RAM, and Windows XP operating system
Mac Configuration – A CPU with 300 MHZ (G3), 256 MB RAM, and Mac OS X 10.2 or newer operating system

Peripherals:

You will need external speakers to listen to audio files (if present in the course).

Anti-virus Software:

We highly recommend the implementation of security to protect your computer and files. At times, online courses may involve file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

Other Software:

There may be audio/video files in the course for which you will need Windows Media Player, QuickTime, or Real Player.

Internet Connection:

Recommended - Cable modem, DSL, or an intranet (T-1); or 128 KBPS modem

Note: Corporate or academic security firewalls may block some course content, such as chat or streaming media. Accommodations for access can usually be arranged if you contact your network administrator, though local security policies ultimately dictate what is allowed. 56 K modem or better.

Unsupported Browsers:

America Online (AOL), Prodigy, Juno, MSN, Yahoo, and other Internet Service Providers (ISPs) provide their own internal and proprietary web browsers. These browsers may not be compatible with online courses.

Preparation for Computer Emergencies:

Complete Loss of Contact

If you lose contact with the instructor entirely, you need to call Mr. Crain at BAM Consulting offices, 432-247-8840, and explain why you lost connection. Everything in this syllabus is relevant to the instructor's best knowledge and is considered correct and complete when distributed for use at the beginning of this course. However, the instructor reserves the right, acting within the policies and procedures of BAM Consulting, to make changes in the course content or instructional techniques without notice or obligation. Those enrolled will be informed about the changes, if any. Understand key components of the idea, develop processes, tables, and relationships applicable to market demand and appropriate to a competitive edge. Examine results compared to social environments coupled with both ideology and methodologies.