Course: CA 063B Intermediate Excel  
Section: 28616

Instructor: Heide Hughes  
Phone: to leave msg. 741-2438  
lab 741-2666 at the following times:  
(Tuesdays, from 1:00 to 7:45 PM,  
Wednesdays from 8:30 AM to 1:00 PM)

Textbook: ESSENTIALS MICROSOFT OFFICE EXCEL 2003 comprehensive by Fox | Metzelaar  
I do not check to see if you have a textbook. You may or may not get an assignment from the book. The book covers much more than what will be covered in class.

Grade: Credit/No Credit or Letter Grade  
To get a letter grade, all assignments must be completed and turned in. You can not be absent for more than one class. There will be a midterm halfway through the semester and also a final. To get credit you must turn in all homework earn an average grade of a C on the midterm and final. You do not need to tell me whether you want a letter grade or credit/no credit until after you take the final. All tests are open book and notes.

Required: Two 3½ inch HD (high-density diskettes), one for the Midterm and one for the Final. Besides these two diskettes you will also need something to save your class work and homework on. (ie. another 3 ½ inch floppy, a zip diskette or a USB storage device.)

Review: Editing, Drag and Drop, Fill and AutoFill, Toolbars, Range Names, Find and Replace, Borders, Formatting numbers and labels, Row and Column height and width, Functions, Absolute and Mixed Cell reference, Simple if functions and Table Lookup.

Advanced Printing  
Inserting and Removing Page Breaks  
Scaling a worksheet  
Adding Print Titles  
Changing Margins and column widths in Print Preview  
Modifying Preset Headers and Footers

Database:  
Filtering records  
Advanced Filtering  
Use database functions  
Get summary information with subtotals  
Create a Pivot table using the PivotTable Wizard
Working with multiple Worksheets and Files
   Advanced Formulas
   If function with multiple conditions
   Using If Functions to insert text comments
   Using Vlookup
   Using Comments to Annotate Formulas

Working with Dates, Times and Financial Functions.
Templates
Consolidating Worksheets and Exchanging Data
   Linking multiple files through formulas

Protecting Files

Macros  Only if there is time.

Computer Lab:
The WVC Computer Lab is located in the Applied Arts and Sciences Building. Bring your Student ID and you will be asked to sign a contract. We will use your student ID to enter your name and Student Id number into our computer check-in database. You will be automatically added to a $5.00 lab class called LS 111 section 29146 which is a zero unit class. You may pay the Admissions office at anytime for the class. The one $5.00 is good for the semester.

Lab Hours:
   Monday through Thursday: 8:30 AM  7:45 PM
   Friday    8:30 AM  2:45 PM