Unit 2: Spreadsheets

A spreadsheet is a group of related lists and calculations organized into a tabular form. Most spreadsheets involve tabular formatting and/or some simple arithmetic like adding columns of figures, but they are also capable of advanced calculations and are used extensively in accounting, finance or engineering.

In this unit you will learn to recognize the kinds of problems to which spreadsheets are applicable. You will learn to enter text and numeric quantities, do calculations, and format the result into attractive displays. As you do the reading outlined below, you may find it useful to keep notes of unfamiliar terms and concepts so you can ask about them in class. You will probably find it easiest to understand the more operationally-oriented sections, characterized by lists of step-by-step instructions, by actually trying the operations out on a computer as you read.

Schedule

Th June 26:  (Before class) Read lessons 1-11 from the Spreadsheet Module. Some of this should be relatively easy reading since you are already familiar with similar ideas from Word, but be sure you pay attention to the new spreadsheet issues, especially lessons 2, 7, 9, and 10.

(In lab) Start Microsoft Excel and do Project 1 from page SS-62 (be sure to follow the general directions at the beginning of the Spreadsheet Projects section on page SS-62). Save the printout to turn in with some other exercises Monday.

M June 30:  (Before class) Do exercises 1 and 2 from page SS-7 and staple them to your printout of project 1 to turn in when you get to class (Practice #5). The First Article Report, which was to have been due today, will be due on July 8 instead.

(In lab) Do projects 4, 5 and 6 from page SS-62-63; turn in the printouts tomorrow in class (Practice #6).

T July 1:  (Before class) Read lessons 12-13 from the Spreadsheet Module. Pay particular attention to the concept of Absolute Addressing in lesson 13.

(In lab) Work on your Spreadsheet Assignment (separate handout), which will be due tomorrow.

W July 2:  (Before class) Turn in your first spreadsheet assignment at the beginning of class.

(In lab) Work on your Second Spreadsheet Assignment (separate handout).

Th July 3:  (No Class; Independence Day holiday)

M July 7:  (We will not meet in the classroom today; use the time in lab to finish your Article Report and any other work for this unit.)

T July 8:  (Before class) Turn in your Second Spreadsheet Assignment and your First Article Report at the beginning of class.