

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: SPREADSHEET CONCEPTS AND APPLICATION

Code No.: ISA103

Program: INTERMEDIATE SOFTWARE APPLICATIONS

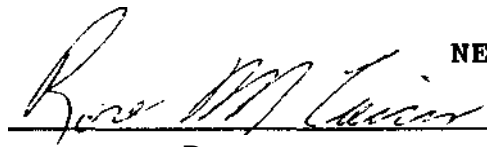
Semester: ONE (SUMMERS

Date: MAY 26. 1995

Author: SHELLEY BOUSHEAR

Previous Outline  
Dated: MAY 1994

APPROVED:

  
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NEW: \_\_\_\_\_

REVISION:

Date ' \_\_\_\_\_

TOTAL CREDIT HOURS: 44 HOURS

PREREQUISITES: NONE

I. PHILOSOPHY/GOALS

This course is designed to teach the student to utilize the powerful features contained within Quattro Pro 5.0 for Windows.

The student is expected to develop a range of skills in the utilization of Quattro Pro. The student is presented with detailed written explanations which focus on a specific portion of the Windows environment. These written explanations are followed by hands-on tutorials which reinforce the concepts. A summary of the key points covered in the chapter is also included. The teacher will provide explanations of technical content as well as assist with any questions which may arise.

This course is intended to be covered at a pace that is suited to and controlled by the individual learner. The amount of time needed to complete the identified learning outcomes will vary.

II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES' !

Upon completion of the course, participants will be able to:

- 0 Make a Quattro Pro for Windows Student Disk.
- 0 Launch and exit Quattro Pro.rd.
- 0 Discover how Quattro Pro is used in business.
- 0 Open, explore, save, and close a Quattro Pro notebook.
- 0 Print a Quattro Pro spreadsheet.
- 0 Correct mistakes and use the Undo command.
- 0 Scroll a spreadsheet and a notebook.
- 0 Learn about values, labels, formulas and functions.
- 0 Find information with the Quattro Pro Help system.
- 0 Plan, document, build, and test a notebook.
- 0 Enter labels, values, and formulas.
- 0 Change column widths and row heights.
- 0 Create a series using SpeedFill.
- 0 Copy data and formulas.
- 0 Enter formulas using the \$SUM function and the SpeedSum feature.
- 0 Insert a row in a spreadsheet.
- 0 Combine data from more than one spreadsheet.
- 0 Create groups of spreadsheets.
- 0 Change the Zoom Factor.

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- 0 Change the font typeface, style, and point size.
- 0 Align cell contents.
- 0 Centre text across columns.
- 0 Use formats for numbers, currency, and percentages.
- 0 Add colour and line segments for emphasis.
- 0 Preview printouts.
- 0 Print in portrait and landscape orientation.
- 0 Centre printouts on the page.
- 0 Print cell contents.
- 0 Find the largest number in a block of cells using the @MAX function.
- 0 Find the smallest number in a block of cells using the @MIN function.
- 0 Calculate the average of a block of cells using the @AVG function.
- 0 Calculate monthly loan payments using the @PAYMT function.
- 0 Test certain conditions using the §IF function.
- 0 Control displayed rounding errors using the ©ROUND function.
- 0 Display the current date using the ©TODAY function.
- 0 Learn when to use absolute references in formulas.
- 0 Plan and construct graphs.
- 0 Identify the elements of a Quattro Pro graph.
- 0 Create a line graph and a bar graph.
- 0 Move a graph and change its size.
- 0 Create, edit, and format graph elements and graph text.
- 0 Add colour to a graph.
- 0 Insert manual page breaks.
- 0 Learn which graph type represents data most effectively.
- 0 Identify the elements of a Quattro Pro database.
- 0 Identify the elements of a Quattro Pro database.
- 0 Sort data in a database.
- 0 Create and use block names.
- 0 Query a database to find data.
- 0 Maintain a Quattro Pro database with a database form.
- 0 Copy cell properties.
- 0 Extract records from a database.

III. TOPICS TO BE COVERED

1. Using Spreadsheets to Make Business Decisions.
2. Planning, Building, Testing, and Documenting Notebooks.
3. Formatting and Printing.
4. Functions, Formulas, and Absolute References.
5. Graphs and Graphing in Quattro Pro.

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES1. Using Spreadsheets to Make Business DecisionsLearning Activities:

Read Tutorial 1 and become familiar with Evaluating Sites for World-class Golf Course.

Practice by doing all the projects throughout the tutorial.

Answer the questions on pages QP36-QP38.

Do the tutorial assignments on page QP38-40.

Resources:

text Chapter 1, pages QP3-QP40.

2. Planning, Building, Testing<sub>f</sub> and Documenting NotebooksLearning Activities:

Read Tutorial 2 and Create a Standardized Income and Expense Notebook Template for Regional Offices.

Practice by doing all the projects throughout the tutorial.

Answer the questions on page QP97.

Do the tutorial assignments on pages QP98-QP102.

Resources:

text Tutorial 2, pages QP41-QP102.

3. Formatting and PrintingLearning Activities:

Read Tutorial 3 and use Quattro Pro to Produce a Projected Sales Impact Report.

Practice by doing all the projects throughout the tutorial.

Answer the questions on page QP139.

Do the tutorial assignments on pages QP139-QP144.

Resources:

text Tutorial 3, pages QP103-QP144.

4- Functions. Formulas, and Absolute ReferencesLearning Activities:

Read Tutorial 4 and be familiar with Managing Loan Payments. Practice by doing all the projects throughout the tutorial.

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Answer the questions on page QP181.

Do the tutorial assignments on pages QP181-QP186.

Resources:

text Tutorial 4, pages QP145-QP186.

5. Windows Applications in ActionLearning Activities:

Read Tutorial 5 and become familiar Graphing Sales Information.

Practice by doing all the projects throughout the tutorial.

Answer the questions on page QP227.

Do the tutorial assignments on pages QP228-QP230.

Resources:

text Tutorial 5, pages QP187-QP230.

6. Managing Data with Ouattro ProLearning Activities:

Read Tutorial 6 and Analyze Personnel Data.

Practice by doing all the projects throughout the tutorial.

Answer the questions on page QP266.

Do the tutorial assignments on pages QP266-QP269.

Resources:

text Tutorial 6, pages QP231-QP269.

V. REQUIRED STUDENT RESOURCES

Auer, David, June Jamrich Parsons, and Dan Oja, Ouattro Pro 5.0 for Windows Course Technology, Inc., 1994.

2-3 1/2" disks

VI. METHOD OF EVALUATIONFinal Grade Reporting:

A+	90% - 100%	Consistently Outstanding
A	80% - 89%	Outstanding Achievement
B	70% - 79%	Consistently Above Average
C	60% - 69%	Satisfactory
R	Below 60%	Repeat - objectives of this course have not been achieved and the course must be repeated.

Evaluation:

For the successful completion of the course, the following must be concluded:

Assignments - Timely, accurate completion of all the Windows 3.1 projects 100%

Warning: Academic dishonesty will result in a grade of zero (0) on the assignment for all parties.

VI. SPECIAL NOTES

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the teacher.

Your teacher reserves the right to modify the course as she deems necessary to meet the needs of students.