

SPREADSHEET CONCEPTS & APPLICATION

ISA-103

COURSE NAME

COURSE CODE

PREREQUISITE(S):

NONE

I. **PHILOSOPHY/GOALS:**

This course is designed to teach the student to utilize the main 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 5.0 features. The student is presented with detailed written explanations which focus on a specific portion of the Quattro Pro environment. These written explanations are followed by comprehensive hands-on tutorials which reinforce the concepts using realistic case studies. The course instructor will provide explanation of technical content, as well as assist with any questions which may arise.

A number of additional questions, tutorial assignments and case problems are found throughout the text. The student will be required to complete a selection of this material.

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- **IDENTIFIED LEARNING OUTCOMES:**

In this course the student will achieve the outcomes identified below:

(1) **Using Spreadsheets to Make Business Decisions**

learn how to ...

- make a Quattro Pro 5.0 student disk
- launch and exit Quattro Pro
- open, explore, save and close a Quattro Pro notebook
- print a Quattro Pro spreadsheet
- correct mistakes and use the Undo command
- scroll a spreadsheet and a notebook
- recognize values, labels, formulas and functions
- utilize Quattro Pro objects and their properties
- utilize the Quattro Pro Help system

(2) **Planning, Building, Testing and Documenting Notebooks**

learn how to ...

- plan, document, build and test a notebook
- enter labels, values and formulas
- change column widths and row heights
- create a series using SpeedFill
- copy data and formulas
- enter formulas using the @SUM function and the SpeedSum feature
- insert a row/column in a spreadsheet
- combine data from more than one spreadsheet

(3) Formatting and Printing

learn how to ...

- change the Zoom factor
- change the font typeface, style and point size
- align cell contents
- centre text across columns
- use formats for numbers, currency and percentages
- add colour and line segments for emphasis
- preview printouts
- print in portrait and landscape orientation
- centre printouts on the page
- print cell contents

(4) Functions. Formulas and Absolute References

learn how to ...

- find the largest number in a block of cells using the @MAX function
- find the smallest number in a block of cells using the @MIN function
- calculate the average of a block of cells using the @AVG function
- calculate monthly loan payments using the @PAYMT function
- test certain conditions using the dJIF function
- control displayed rounding errors using <\$ROUND function
- display current date using QTODAY function
- and when to use absolute references in formulas

(5) Graphs and Graphing

learn how to ...

- plan and construct graphs
- identify the elements of a Quattro Pro graph
- create a line graph and a bar graph
- move a graph and change its size
- create, edit and format graph elements and graph text
- add colour to a graph
- insert manual page breaks
- determine which graph type represents data most effectively

(6) Managing Data with Quattro Pro

learn how to ...

- identify the elements of a Quattro Pro database
- sort data in a database
- create and use block names
- query a database to find data
- maintain a Quattro Pro database with a database form
- copy cell properties
- extract records from a database

III. **LEARNING ACTIVITIES**

ASSIGNMENTS - questions, tutorials and practice cases will be assigned at the end of each module.

TESTS Test 1 - learning outcomes identified in Modules 1-3

Test 2 - learning outcomes identified in Modules 4-6

IV. **METHOD OF EVALUATION**

A comprehensive bank of essay, true/false, multiple choice and fill-in-the-blanks questions are available to measure the achievement of learning outcomes in each course module.

FINAL GRADE

Grading will consist of a grade of S (Satisfactory)
or U (Unsatisfactory)

EVALUATION

Assignments and tests as described previously
Successful completion is defined as achievement of an average score of 60% or better on assignments and tests.