

CLASS NUMBER AND NAME:	<b>CM166C—ADVANCED EXCEL FOR WINDOWS</b>
TOTAL HOURS/UNITS:	25 HOURS—1 UNIT
PREREQUISITES:	CM166B—Intermediate Excel for Windows
TEXTS AND MATERIALS:	Stewart, K. (2011). <i>Microsoft Office Excel 2010: A Lesson Approach, Complete</i> . McGraw-Hill: New York, NY. SimNet software, McGraw-Hill: New York, NY.  USB Drive
CLASS DESCRIPTION:	This class provides hands-on experience with the Excel spreadsheet program. The student will practice advanced features such as auditing, consolidating and linking workbooks, using data tables and pivot tables, and working with macros.
COURSE OBJECTIVES:	The objective of this class is to give the student an in-depth experience with the advanced features of the Excel program and to prepare them to take the Excel certification.
REQUIREMENTS:	Students are required to complete all assignments within each lesson and turn in the printouts from the chapter attached to a cover sheet. They are also required to complete the online quizzes at the end of each lesson.
CLASS FORMAT OVERVIEW:	This class is a lab. Class time will be spent creating spreadsheets using Excel.
CLASS ATTENDANCE:	It is expected that each student will be in class when class begins. Attendance will be taken during class.
REQUIREMENTS:	Students are required to complete all assignments within each chapter.
TESTING:	There will be a final exam and final projects at the end of the class.
CHALLENGE TEST:	To challenge out of a class, a student must pass a test with a score of 90% or greater. The student can take the challenge test within the first week of a new module. The exam will consist of theory questions and a practical application.
LATE WORK OR TESTING:	There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.

**CHEATING:**

“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will receive a failing grade in the class. The school’s Code of Conduct and Cheating Policy will be enforced.

**GRADING POLICIES:**

The final grade will be based on the following percentages:

Assignments/quizzes	75%
Final	25%

The final grade will be determined by the following:

90 -	100	A
80 -	89	B
70 -	79	C
60 -	69	D
Below	60	F

**ANTICIPATED LEARNING OUTCOMES:**

Upon completing this course, the student will be able to:

1. Work with external data sources.
2. Use data tables and pivottables.
3. Work with macros.
4. Use data commands and tools
5. Use templates.
6. Utilize the sharing features in Excel.

## ASSIGNMENT SAVING AND SUBMISSION PROCEDURES

**Data file location:** go to [www.mhhe.com/lessonapproach2010](http://www.mhhe.com/lessonapproach2010) for the Excel 2010 data files. Click on the Student Edition and on the next screen, choose Excel from the **choose one** drop-down list. Select Lesson data files for the files (near the bottom of the list) that you will need for your Chapter assignments. This class covers Lessons 13 to 18. Click on each lesson and click on Save. Make sure that you select your portable drive (D if you are using a Wyse computer) and E if you are in Room 100. Extract the data files as they are in the zipped format. If you do not extract your zipped files, you may receive a message that your files are corrupted. Extracting will eliminate this problem.

### SAVING EXERCISES TO YOUR PORTABLE DRIVE:

Complete each step contained in each Lesson and save each assignment to your thumb drive (portable drive) with your initials followed by the file name given in the text. Example: ch 1-20.

1. **Click on Office Button** on the top left corner of screen
2. **Click on Save As**
3. **Click on My Computer** in the **Look In** panel on the left.
4. In the right panel, **Click** on your Flash Drive (it will be **D:\** if you are at Empire on a Wyse system). If you are in Room 100, it will be E.
5. Type the appropriate name for the lesson in the field called **File Name**
6. **Click Save**

**OPENING A FILE FROM YOUR PORTABLE DRIVE** (flash drive): You can do either A or B below.

- A. Open directly from Portable Drive
  - a. Put Flash Drive (portable drive) in the computer
  - b. When dialogue box opens, notice the Letter of the drive. (It should be **D:\** drive if you are using a computer at Empire. It will be E if you are in Room 100). It may be a different letter drive if you are using a computer at home.
  - c. Scroll down until you see “**Open Folder to View Files**” and click on the folder icon.
  - d. (Notice the Letter of the Drive on the dialogue box.) Browse to find the file you want to open and **Click** on that file.

**OR** (Click **Start** button on task bar, **Click on My Computer** on right panel, **Click on D:\** Drive (or E Drive in Room 100), **Click** on name of document you want to open.

- B. Open a file from a Microsoft Office Program
  - a. At Empire, **Click** on the icon of the Microsoft Office Program on the Desktop(i.e. Excel, Word)
  - b. Click the **Office Button** on the top left corner
  - c. **Click Open**
  - d. In the **Open** dialogue box, click **My Computer** in the **Look In** panel
  - e. In the right panel, **Click** on your Flash Drive (it will be **D:\** if you are at Empire)
  - f. Browse to locate your file and Click.

### SUBMISSION PROCEDURES

Save all of your assignments with your initials followed by the exercise number to your drive. Attach the completed workbook for each lesson to an email for submission to the [CM166C@empirecollege.com](mailto:CM166C@empirecollege.com) as instructed in the lesson assignments. **The subject line must include your first and last name and assignment number. The body of your email must include your instructor’s name, room number, and class period for every assignment in this class.**

# Week 1

## LESSON 13 – Exploring Data Commands and Tools

**Complete Lesson 13—Exercises 13-1 through 13-20 on Pages EX-546 to EX-572.**

As you work on the assignments, save each of the exercises as stated in the text with your initials followed by the file name. Ignore all printing references, as you will be attaching the files to an email for grading.

**To submit your assignments, email the grader at [CM166C@empirecollege.com](mailto:CM166C@empirecollege.com) and attach the completed workbook at the end of the lesson (13-20). The subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments.

You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to successfully complete the LetMe Try assignment before taking the exam. It is graded as a percentage. Complete the Excel Lesson 13 session.

Complete the Lesson 13 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

# Week 2

## Lesson 14—Working with External Data Sources

**Complete Lesson 14 —Exercises 14-1 to 14-24 on Pages EX-586 to EX-614.**

As you work on the assignments, save each of the exercises as stated in the text with your initials followed by the file name. Ignore all printing references, as you will be attaching the files to an email for grading.

**To submit your assignments, email the grader at [CM166C@empirecollege.com](mailto:CM166C@empirecollege.com) and attach the completed workbook at the end of the lesson, 14-23. The subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments.

You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to successfully complete the LetMe Try assignment before taking the exam. It is graded as a percentage. Complete the Excel Lesson 14 session.

Complete the Lesson 14 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

## Lesson 15—Using Data Tables and PivotTables

### Complete Lesson 15 —Exercises 15-1 to 16-20 on Pages EX-628 to EX-655.

As you work on the assignments, save each of the exercises as stated in the text with your initials followed by the file name. Ignore all printing references, as you will be attaching the files to an email for grading.

To submit your assignments, email the grader at [CM166C@empirecollege.com](mailto:CM166C@empirecollege.com) and attach **15-20. The subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments.

You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to successfully complete the LetMe Try assignment before taking the exam. It is graded as a percentage. Complete the Excel Lesson 15 session.

Complete the Lesson 15 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

## Week 3

### Lesson 16 — Working with Macros

### Complete Lesson 16 —Exercises 16-1 to 16-20 on Pages EX-674 to EX-698.

As you work on the assignments, save each of the exercises as stated in the text with your initials followed by the file name. Ignore all printing references, as you will be attaching the files to an email for grading.

To submit your assignments, email the grader at [CM166C@empirecollege.com](mailto:CM166C@empirecollege.com) and attach **16-13. The subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments.

You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to successfully complete the LetMe Try assignment before taking the exam. It is graded as a percentage. Complete the Excel Lesson 16 session.

Complete the Lesson 16 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

## Lesson 17 — Using Templates

**Complete Lesson 17 — Exercises 17-1 to 17-16 on Pages EX-712 to EX-731.**

As you work on the assignments, save each of the exercises as stated in the text with your initials followed by the file name. Ignore all printing references, as you will be attaching the files to an email for grading.

To submit your assignments, email the grader at [CM166C@empirecollege.com](mailto:CM166C@empirecollege.com) and attach **17-11. The subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments.

You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to successfully complete the LetMe Try assignment before taking the exam. It is graded as a percentage. Complete the Excel Lesson 17 session.

Complete the Lesson 17 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

## Week 4

### Lesson 18 — Sharing Work

**Complete Lesson 18 — Exercises 18-1 to 18-13 on Pages EX-744 to EX-760.**

As you work on the assignments, save each of the exercises as stated in the text with your initials followed by the file name. Ignore all printing references, as you will be attaching the files to an email for grading.

There is nothing to submit by email for grading for Lesson 18.

### SimNet Assignments

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments.

You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to successfully complete the LetMe Try assignment before taking the exam. It is graded as a percentage. Complete the Excel Lesson 18 session.

Complete the Lesson 18 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

# Week 5

## Final Projects and Final Exam

**Complete the final projects and exams in Simnet for this class.**

Final — SimNet Projects

Final—Final SimNet Exam

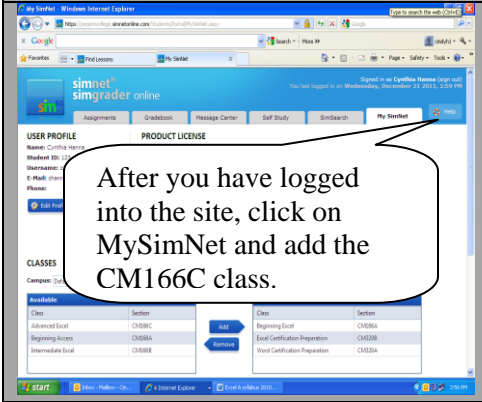
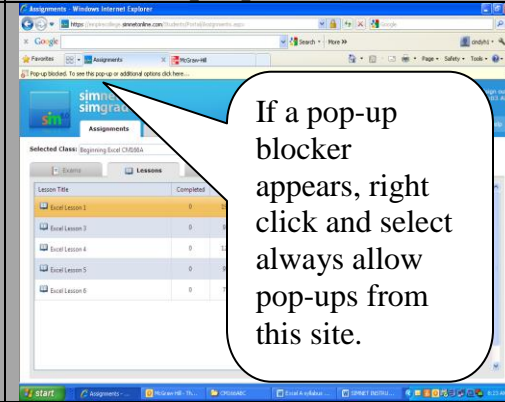
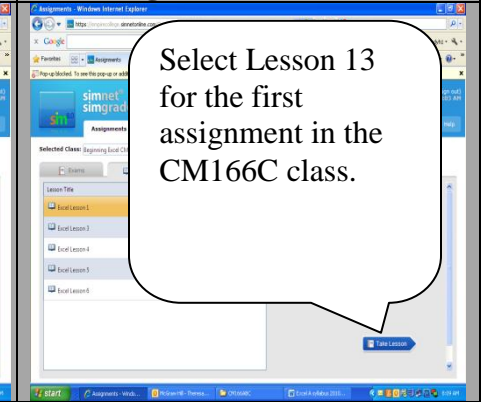
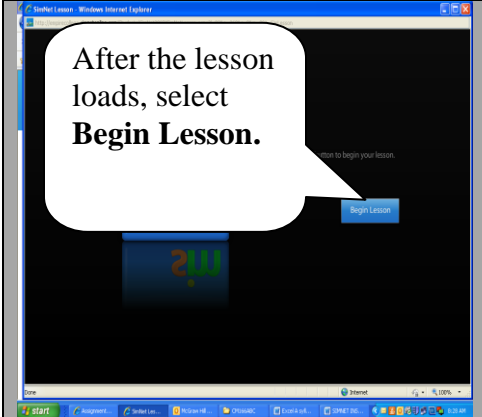
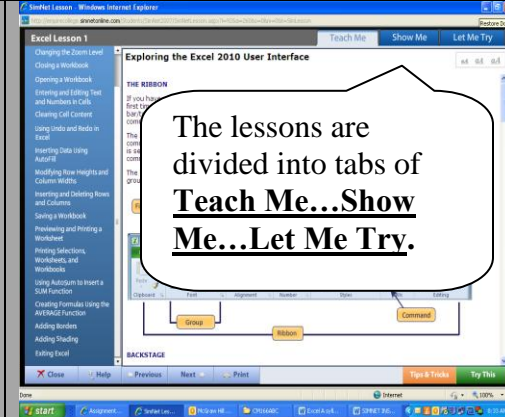
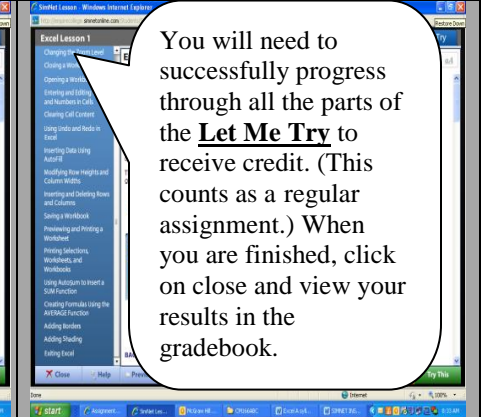
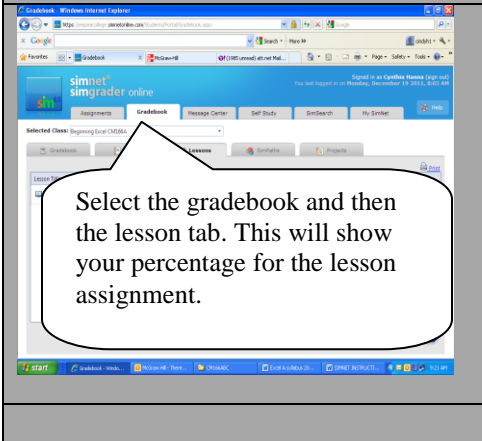
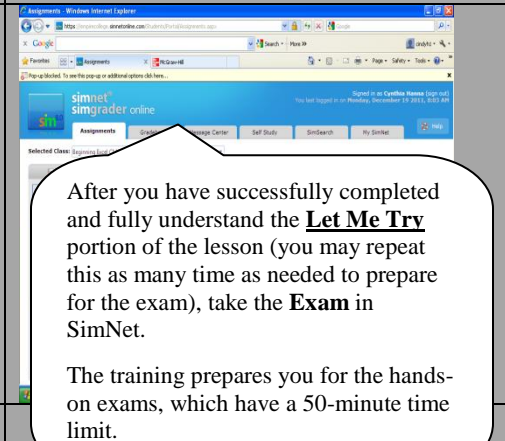
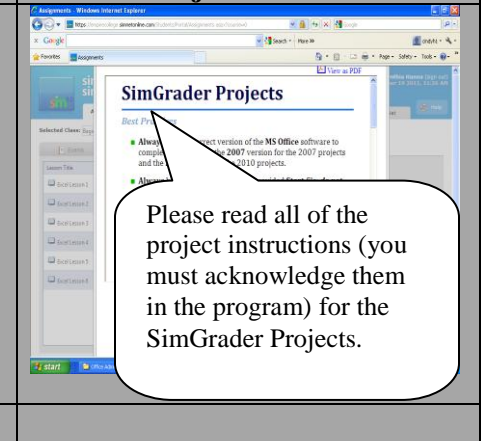
Email the grader at [CM166C@empirecollege.com](mailto:CM166C@empirecollege.com) when you have completed all of your assignments, final projects, and exam.

# SIMNET INSTRUCTIONS

## Teach Me...Show Me...Let Me Try

### Lessons—Exams—Projects

For online help: <https://empirecollege.simnetonline.com/Help/StudentPortal/>

<h4>1<sup>st</sup> Screen—Lesson Screen</h4>  <p>After you have logged into the site, click on MySimNet and add the CM166C class.</p>	<h4>Pop-Up Blocker</h4>  <p>If a pop-up blocker appears, right click and select always allow pop-ups from this site.</p>	<h4>Begin Lesson</h4>  <p>Select Lesson 13 for the first assignment in the CM166C class.</p>
<h4>Beginning Lesson</h4>  <p>After the lesson loads, select <b>Begin Lesson</b>.</p>	<h4>Teach Me..Show Me..Let Me Try</h4>  <p>The lessons are divided into tabs of <b>Teach Me...Show Me...Let Me Try</b>.</p>	<h4>Let Me Try</h4>  <p>You will need to successfully progress through all the parts of the <b>Let Me Try</b> to receive credit. (This counts as a regular assignment.) When you are finished, click on close and view your results in the gradebook.</p>
<h4>Gradebook</h4>  <p>Select the gradebook and then the lesson tab. This will show your percentage for the lesson assignment.</p>	<h4>Exams</h4>  <p>After you have successfully completed and fully understand the <b>Let Me Try</b> portion of the lesson (you may repeat this as many times as needed to prepare for the exam), take the <b>Exam</b> in SimNet.</p> <p>The training prepares you for the hands-on exams, which have a 50-minute time limit.</p>	<h4>Projects</h4>  <p>Please read all of the project instructions (you must acknowledge them in the program) for the SimGrader Projects.</p>

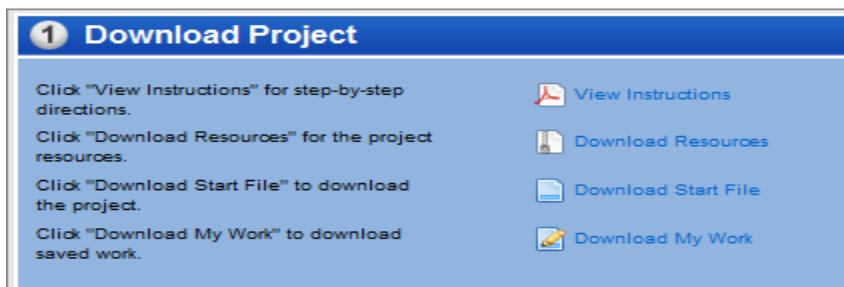
# SimGrader Project Instructions

## Best Practices

- **Always** use the correct version of the **MS Office** software to complete the projects; the **2007** version for the 2007 projects and the **2010** version for the 2010 projects.
- **Always** begin the project with the provided **Start** file; **do not** start the project in a new file that you create yourself.
- **Always** follow the project instructions in **sequential** order and **exactly** as written.
- **Always** use a **single space** after punctuation at the end of a sentence; **do not** use two spaces after punctuation at the end of a sentence.
- **Always** check your document for extra spaces or blank lines and delete them. (There should be no spaces after punctuation when the sentence is the last sentence in a paragraph.)
- **Do not** copy and paste any part of the project unless specified in the instructions.

## Steps to completing a project in SimGrader

### Step 1: Download Project



#### Download Instructions

Click the **Download Instructions** button to download the project instructions.

#### Download Resources

Click the **Download Resources** button, if visible, to download any extra files that are necessary to complete the project. (If the link does not appear, it means that the project does not require any extra files.)

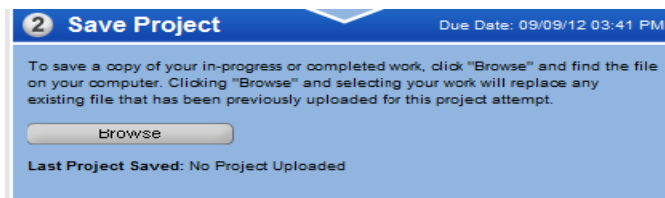
#### Download Start File

Click the **Download Start File** button to download the start file that you will use to complete the exercise. **ONLY** use the provided start file to complete your work.

#### Download My Work

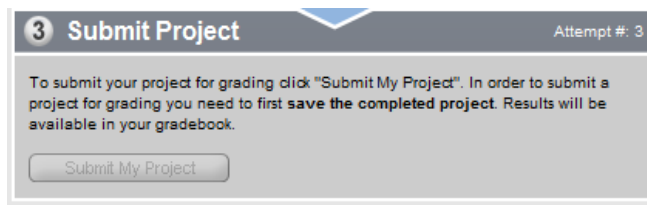
Click the **Download My Work** button to retrieve your saved work from SimGrader.

### Step 2: Save Project



Click the **Browse** button to upload and save your project file to the SimGrader system. This *does not* submit the file for grading.

### Step 3: Submit Project



Click the **Submit My Project** button to submit your finished project for grading. Your results will be displayed under the **Gradebook** tab, in the **Projects** tab. Click the project name, and then click the **View Projects Results Details** arrow at the bottom of the window. The **Project Results** window will open and display the project results **feedback**. Click the arrow next to the Item number to view the detailed results feedback.

## CM166C-Evening Schedule

Evening Schedule		Lessons	Assignments
6-Week	3-Week		
Week 1	Week 1	Lesson 13	13-20 Let Me Try Training and Exam in SimNet
Week 2		Lesson 14	14-23 Let Me Try Training and Exam in SimNet
Week 3	Week 2	Lesson 15	15-20 Let Me Try Training and Exam in SimNet
		Lesson 16	16-13 Let Me Try Training and Exam in SimNet
Lesson 17		17-11 Let Me Try Training and Exam in SimNet	
Lesson 18		Let Me Try Training and Exam in SimNet	
Week 4	Week 3	FINAL Projects	SimNet Final Projects
Week 5		Final Exam	SimNet Final Exam
Week 6			