



**CMN166C—ADVANCED EXCEL**

CLASS NUMBER AND NAME:

TOTAL HOURS/UNITS: 24 HOURS—1 UNIT

PREREQUISITES: CMN166B—Intermediate Excel

TEXTS AND MATERIALS: *Microsoft Office Excel 2013 Complete: In Practice.* Wood and Nordell. 2014. McGraw-Hill: New York, NY. (ISBN 9780077486914)

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: Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

Students are required to complete all assignments within each lesson and email as instructed for grading. They are also required to complete the online activities.

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.

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 average of all assignments.

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 pivot tables.
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/office2013inpractice](http://www.mhhe.com/office2013inpractice) for the Excel 2013 data files. Click on the Excel in Practice book, Student Edition and data files. Download the Excel data files and save them on your USB drive. 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. The data files are also located on the Z drive under the course number in the data folder at Empire College.

### SAVING EXERCISES TO YOUR PORTABLE DRIVE:

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

1. **Click on File tab** on the top left corner of screen
2. **Click on Save As**
3. **Click on My Computer** on the 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 chapter in the field called **File Name**
6. **Click Save**

**OPENING A FILE FROM YOUR PORTABLE USB 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 Wyse 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 **File tab** 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 on the Wyse systems or E in Room 100)
  - 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 each completed workbook at the end of the Lesson to an email to [cmn166c@empirecollege.com](mailto:cmn166c@empirecollege.com) as instructed in the assignments. **Your subject line must include your name and the assignment number. In the body of the email, include your instructor’s name, the room, and the class period.**

## Submitting Documents for Grading by Email

<b>Email address:</b>	<a href="mailto:cmn166c@empirecollege.com"><u>cmn166c@empirecollege.com</u></a>
<b>Attach:</b>	Attach all assignments to an email sent to <a href="mailto:cmn166c@empirecollege.com"><u>cmn166c@empirecollege.com</u></a> .
<b>Subject Line:</b>	<p>The email subject line should include</p> <ul style="list-style-type: none"> <li>• Your first and last name</li> <li>• Chapter number</li> <li>• Assignment number you're submitting</li> </ul> <p><b>Example: Jane Doe-Chapter 1-Assignment 1</b></p>
<b>Body of Email:</b>	<p>The body of the email must include your instructor's name, room number, and class period.</p> <p>The body of the email must list all documents attached for grading.</p> <p>There should be one email per chapter with all of the assignments attached as listed in the syllabus.</p>

# Week 1

## Assignment 1

### Chapter 7 – Setting Validation, Creating Forms, Sharing and Protecting Workbooks

#### **BOOK ASSIGNMENTS**

Read the text and complete all of the Pause and Practice exercises in Chapter 7 on Pages E7-375 to E7-405

Read the text to learn the steps to create the workbooks as instructed in the text. When you get to the Pause and Practice: Excel 7-1 (on pages E7-380 to E7-381), follow the directions and save as instructed in the text on your USB drive. **Ignore all printing references in the text as you will be attaching your files to an email for grading.**

- Continue working through the chapter and complete and save the following:
  - Pause and Practice Excel 7-2 (E7-393 to E7-396)
  - Pause and Practice: Excel 7-3 (E7-405 to E7-408)

#### **SUBMITTING ASSIGNMENTS BY EMAIL:**

- **To submit your assignments, email the grader (using the email you check on a regular basis) at [cmn166C@empirecollege.com](mailto:cmn166C@empirecollege.com) and attach the completed workbook listed below. Please read the instructions attached to this syllabus for labeling and sending your assignments to receive credit. Each assignment should be submitted with one email that includes the following attachments.**
- Pause and Practice: Excel 7-3 (E7-405 to E7-408)

#### **SIMNET ASSIGNMENTS**

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. See the instructions in this syllabus for completing the registration for your first login. Select **2013 – ADVANCED EXCEL** as your class.

- **Complete the following assignments in SimNet and submit them in the program for grading. Download and print the instructions for the following assignments in SimNet.**
  - Independent Project 7-4
  - Independent Project 7-5
- **Chapter Training:**
  - You will be completing a practice session for each chapter. The Show Me and Guide Me portions of the chapter are required. You will need to successfully complete the Let Me Try assignment before taking the exam—it is graded as a percentage. Complete the Excel Chapter 7 Let Me Try SimNet assignment with a 90 percent or better score.
- **Chapter Exam:**
  - Complete the Chapter 7 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

## Week 2

### Assignment 2

### Chapter 8 — Using Decision-Making Tools and XML

#### **BOOK ASSIGNMENTS**

Read the text and complete all of the Pause and Practice exercises in Chapter 8 on Pages E8- 431 to E8-464

Read the text to learn the steps to create the workbooks as instructed in the text. When you get to the Pause and Practice: Excel 8-1 (on pages E8-439 to E8-442), follow the directions and save as instructed in the text on your USB drive. **Ignore all printing references in the text as you will be attaching your files to an email for grading.**

- Continue working through the chapter and complete and save the following:
  - Pause and Practice Excel 8-2 (E8-449 to E8-454)
  - Pause and Practice: Excel 8-3 (E8-462 to E8-464)

#### **SUBMITTING ASSIGNMENTS BY EMAIL:**

- **To submit your assignments, email the grader (using the email you check on a regular basis) at [cmn166C@empirecollege.com](mailto:cmn166C@empirecollege.com) and attach the completed workbooks listed below. Please read the instructions attached to this syllabus for labeling and sending your assignments to receive credit. Each assignment should be submitted with one email that includes the following attachments.**
- Pause and Practice: Excel 8-3 (E8-462 to E8-464)

## Week 3

### Assignment 3

### Chapter 8 — Using Decision-Making Tools and XML **SIMNET ASSIGNMENTS**

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. See the instructions in this syllabus for completing the registration for your first login. Select **2013 – ADVANCED EXCEL** as your class.

- **Complete the following assignments in SimNet and submit them in the program for grading. The instructions for these assignments are in your textbook. Download and print the instructions for the following assignments in SimNet.**
  - Independent Project 8-4
  - Independent Project 8-5
- **Chapter Training:**
  - You will be completing a practice session for each chapter. The Guide Me and Show Me portions of the chapter are required. You will need to successfully complete the Let Me Try assignment before taking the exam—it is graded as a percentage. Complete the Excel Chapter 8 Let Me Try SimNet assignment with a 90 percent or better score.

- **Chapter Exam:**

Complete the Chapter 8 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

## Week 4 — Assignment 4

### Chapter 9 — Recording and Editing Macros

#### **BOOK ASSIGNMENTS**

Read the text — Chapter 9 on Pages E9- 492 to E9-512.

The macros will not work correctly unless you complete the book assignments on your own computer.

Read the chapter to understanding macros, but there are no assignments to submit for grading.

#### **SUBMITTING ASSIGNMENTS BY EMAIL:**

- **There are no assignments to submit by email for this chapter.**

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## Week 5

### Assignment 5

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#### Chapter 9 — Recording and Editing Macros **SIMNET ASSIGNMENTS**

Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. **See the instructions in this syllabus for completing the registration for your first login.** Select **2013 – ADVANCED EXCEL** as your class.

- **Chapter Training:**

- You will be completing a practice session for each chapter. The Guide Me and Show Me portions of the chapter are required. You will need to successfully complete the Let Me Try assignment before taking the exam—it is graded as a percentage. Complete the Excel Chapter 9 Let Me Try SimNet assignment with a 90 percent or better score.

- **Chapter Exam:**

Complete the Chapter 9 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

# Week 6 Assignment 6 Chapter 10 — Customizing Excel, Using SkyDrive (which is now OneDrive), and Office Web Apps

## BOOK ASSIGNMENTS

Read the text — Chapter 10 on Pages E10- 534 to E10-569

SkyDrive has now changed to OneDrive and many of the options are similar but not the same. There are no assignments to complete in this chapter, just reading to understand the concept of saving to the cloud and sharing your work.

## SUBMITTING ASSIGNMENTS BY EMAIL:

- There are no assignments to submit by email for this chapter.

## SIMNET ASSIGNMENTS

Log into [empirecollege.simnetonline.com](https://empirecollege.simnetonline.com) for the next assignments. See the instructions in this syllabus for completing the registration for your first login. Select **2013 – ADVANCED EXCEL** as your class.

### • Chapter Training:

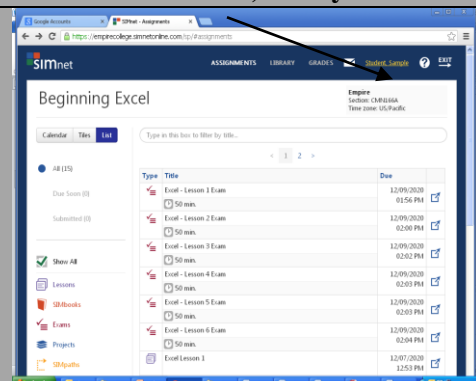
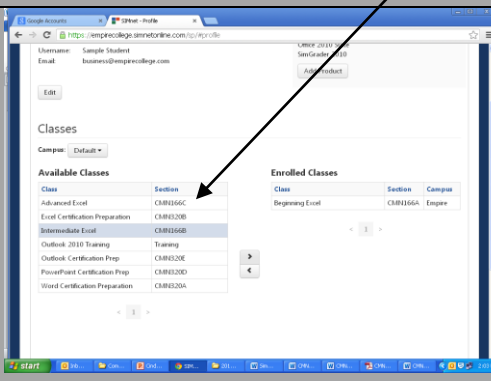
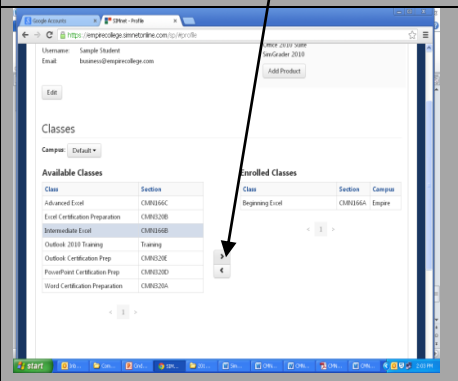
- You will be completing a practice session for this chapter. The Guide Me and Show Me portions of the chapter are required. You will need to successfully complete the Let Me Try assignment before taking the exam—it is graded as a percentage. Complete the Excel Chapter 10 Let Me Try SimNet assignment with a 90 percent or better score.

### • Chapter Exam:

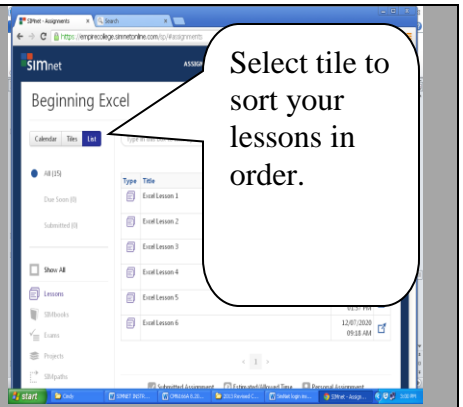
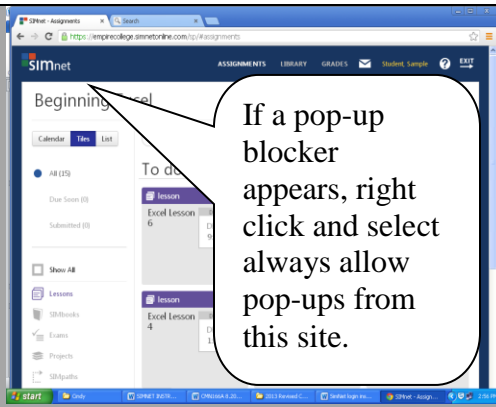
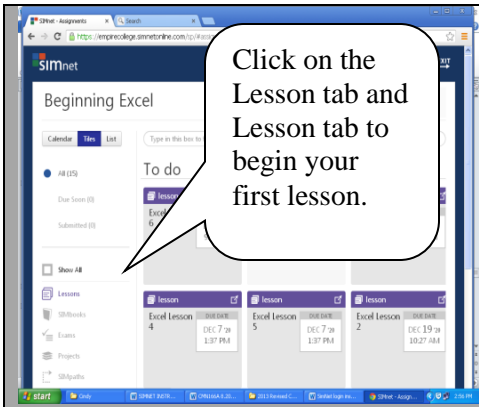
Complete the Chapter 10 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

# SIMNET INSTRUCTIONS – Use Google Chrome

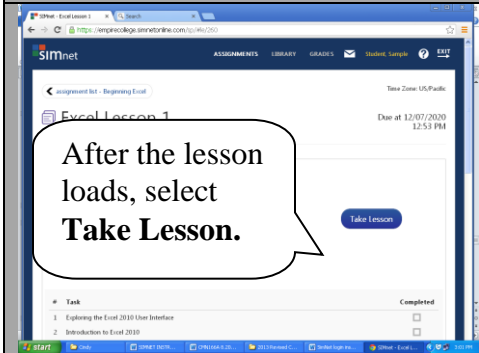
For online help: <https://empirecollege.simnetonline.com/Help/StudentPortal/>

To add a class, click your name	Select the class to add	Click on the arrow to add it
 <p style="text-align: center;"><b>Lesson Screen</b></p>	 <p style="text-align: center;"><b>Pop-Up Blocker</b></p>	 <p style="text-align: center;"><b>Tile Lessons</b></p>





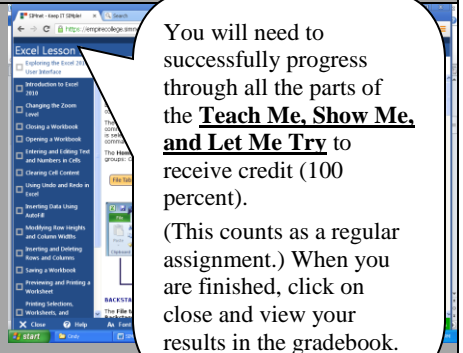
**Take Lesson**



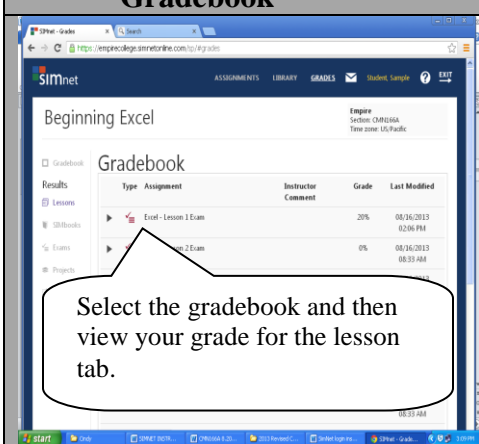
**Teach Me..Show Me..Let Me Try**



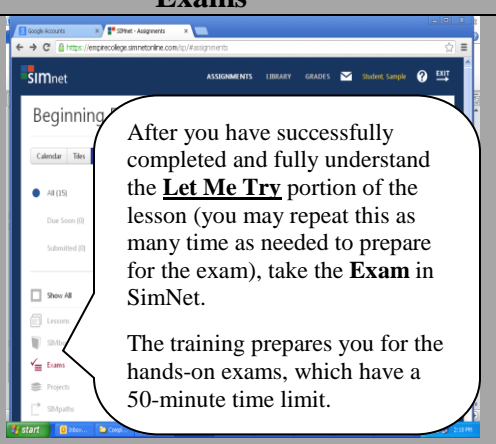
**Let Me Try**



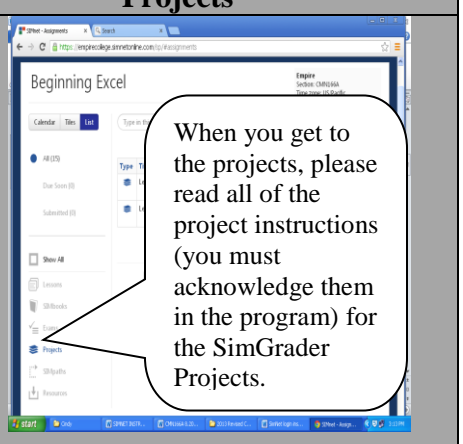
**Gradebook**



**Exams**



**Projects**



## CMN166C- Schedule

6-Week	Lessons	Assignments
Week 1	Chapter 7	<p>One email with the following attachments:</p> <ul style="list-style-type: none"> <li>○ Pause and Practice: Excel 7-3 (E7-405 to E7-408)</li> </ul> <p><b>Complete in SimNet</b></p> <ul style="list-style-type: none"> <li>● <b>Chapter 7 Training:</b> <u>Guide Me</u>, <u>Show Me</u>, and <u>Let Me Try</u></li> <li>● <b>Chapter 7 Exam</b></li> <li>○ Independent Project 7-4</li> <li>○ Independent Project 7-5</li> </ul>
Week 2	Chapter 8	<p><b>One email with the following attachments:</b></p> <ul style="list-style-type: none"> <li>○ Pause and Practice: Excel 8-3 (E8-462 to E8-464)</li> </ul>
Week 3	Chapter 8	<p><b>Complete in SimNet</b></p> <ul style="list-style-type: none"> <li>● <b>Chapter 8 Training:</b> <u>Guide Me</u>, <u>Show Me</u>, and <u>Let Me Try</u></li> <li>● <b>Chapter 8 Exam</b></li> <li>○ Independent Project 8-4</li> <li>○ Independent Project 8-5</li> </ul>
Week 4	Chapter 9	<ul style="list-style-type: none"> <li>○ <b>There are not assignments to submit by email for this chapter.</b></li> </ul>
Week 5	Chapter 9	<p><b>Complete in SimNet</b></p> <ul style="list-style-type: none"> <li>● <b>Chapter 9 Training:</b> <u>Guide Me</u>, <u>Show Me</u>, and <u>Let Me Try</u></li> <li>● <b>Chapter 9 Exam</b></li> </ul>
Week 6	Chapter 10	<p><b>Complete in SimNet</b></p> <ul style="list-style-type: none"> <li>○ <b>Chapter 10 Training:</b> <u>Guide Me</u>, <u>Show Me</u>, and <u>Let Me Try</u></li> <li>○ <b>Chapter 10 Exam</b></li> </ul>