CSCI 1101 Introduction to Spreadsheets
1 Credit Hour

Course Purpose/Goals
Students learn the concepts of designing spreadsheets, manipulating numeric information, developing formulas, presenting numeric information, and incorporating spreadsheet information into other electronic formats. This course will include both lecture and hands-on instruction. This course is UIT intensive.

Prerequisites
Prerequisites: CSCI 1100 or completion of Using Information Technology proficiency exam.

Major Topics
overview of Excel 2000: workbooks; worksheets; help menu; entering data and formulas; manipulating data; working with multiple cells; sending workbooks and worksheets; modifying worksheet structure; formatting data; sorting data; managing display properties (toolbars, formatting options, printing options); advanced calculation techniques (functions, named ranges, macros); advanced data manipulation (data import and export; data consolidation; validating cell entries; auditing and debugging; protecting data); charts; drawing objects

Learning Outcomes
- demonstrate an understanding of how numeric data can be correlated and accessed to create usable information
- perform whatif analyses using spreadsheet software
- transform numeric information into more visual/ readable forms
- demonstrate an ability to incorporate newly learned skills with previous knowledge of information technology
- demonstrate an understanding of the terminology related to working with spreadsheets
- and solve problems using spreadsheet applications that relate to the major or career choice of the student