INTRODUCTORY
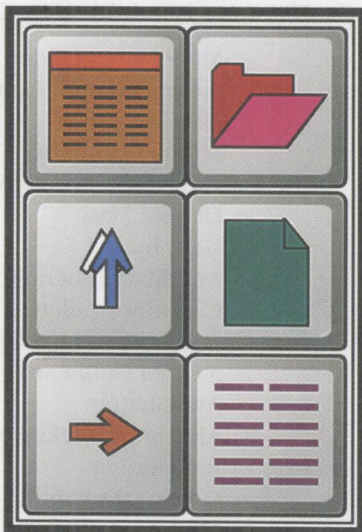
Microsoft® EXCEL 5.0

for Windows™

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Introductory
Microsoft® Excel 5.0
for Windows™

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From the Publisher

At Course Technology, Inc., we believe that technology will transform the way that people teach and learn. We are very excited about bringing you, college professors and students, the most practical and affordable technology-related products available.

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The Course Technology Team

This book will suit your needs because it was delivered quickly, efficiently, and affordably. Every employee contributes to this process. The names of all of our employees are listed below:

Tim Ashe, David Backer, Stephen M. Bayle, Josh Bernoff, Ann Marie Buconjic, Jody Buttafoco, Kerry Cannell, Jim Chrysikos, Barbara Clemens, Susan Collins, John M. Connolly, Kim Crowly, Myrna D'Addario, Lisa D'Alessandro, Howard S. Diamond, Kathryn Dinovo, Katie Donovan, Joseph B. Dougherty, MaryJane Dwyer, Chris Elkhill, Don Fabricant, Kate Gallagher, Laura Ganson, Jeff Goding, Laurie Gomes, Eileen Gorham, Andrea Greitzer, Catherine Griffin, Tim Hale, Roslyn Hooley, Nicole Jones, Matt Kenslea, Susannah Lean, Suzanne Licht, Laurie Lindgren, Kim Mai, Elizabeth Martinez, Debbie Masi, Don Maynard, Dan Mayo, Kathleen McCann, Jay McNamara, Mac Mendelsohn, Laurie Michelangelo, Kim Munsell, Amy Oliver, Michael Ormsby, Kristine Otto, Debbie Parlee, Kristin Patrick, Charlie Patsios, Jodi Paulus, Darren Perl, Kevin Phaneuf, George J. Pilla, Cathy Prindle, Nancy Ray, Marjorie Schlaikjer, Christine Spillett, Michelle Tucker, David Upton, Mark Valentine, Karen Wadsworth, Anne Marie Walker, Renee Walkup, Donna Whiting, Janet Wilson, Lisa Yameen.

Preface

Course Technology, Inc. is proud to present this new book in its Windows Series. *Introductory Microsoft Excel 5.0 for Windows* is designed for a first course on Microsoft Excel. This book capitalizes on the energy and enthusiasm students have for Windows-based applications and clearly teaches students how to take full advantage of Excel's power. It assumes students have learned basic Windows skills and file management from *An Introduction to Microsoft Windows 3.1* by June Jamrich Parsons or from an *equivalent* book.

Organization and Coverage

Introductory Microsoft Excel 5.0 for Windows contains seven tutorials that provide hands-on instruction. In these tutorials students learn to plan, build, test and document Excel worksheets.

The text emphasizes the ease-of-use features included in the Excel software. Using this book, students will learn how to do more advanced tasks sooner than they would using other introductory texts; a perusal of the table of contents affirms this. By the end of the book, students will have learned "advanced" tasks such as embedding clipart in a chart, creating PivotTables, retrieving data from external data files with MS Query, and using Solver to find optimal solutions to complex problems.

Approach

Introductory Microsoft Excel 5.0 for Windows distinguishes itself from other Windows books because of its unique two-pronged approach. First, it motivates students by demonstrating *why* they need to learn the concepts and skills. This book teaches Excel using a task-driven rather than a feature-driven approach. By working through the tutorials—each motivated by a realistic case—students learn how to use Excel in situations they are likely to encounter in the workplace, rather than learn a list of features one-by-one, out of context. Second, the content, organization, and pedagogy of this book make full use of the Windows environment. What content is presented, when it's presented, and how it's presented capitalize on Excel's power to perform complex modeling tasks earlier and more easily than was possible under DOS.

Features

Introductory Microsoft Excel 5.0 for Windows is an exceptional textbook also because it contains the following features:

- **"Read This Before You Begin" Page** This page is consistent with Course Technology's unequaled commitment to helping instructors introduce technology into the classroom. Technical considerations and assumptions about hardware, software, and default settings are listed in one place to help instructors save time and eliminate unnecessary aggravation.

- **Tutorial Case** Each tutorial begins with a spreadsheet-related problem that students could reasonably encounter in business. Thus, the process of solving the problem will be meaningful to students.

- **Step-by-Step Methodology** The unique Course Technology, Inc. methodology keeps students on track. They click or press keys always within the context of solving the problem posed in the Tutorial Case. The text constantly guides students, letting them know where they are in the process of solving the problem. The numerous screen shots include labels that direct students' attention to what they should look at on the screen.

- **Page Design** Each *full-color* page is designed to help students easily differentiate between what they are to *do* and what they are to *read*. The steps are easily identified by their color background and numbered bullets. Windows default colors are used in the screen shots so instructors can more easily assure that students' screens look like those in the book.

- **TROUBLE?** TROUBLE? paragraphs anticipate the mistakes that students are likely to make and help them recover from these mistakes. This feature facilitates independent learning and frees the instructor to focus on substantive conceptual issues rather than common procedural errors.

- **Reference Windows and Task Reference** Reference Windows provide short, generic summaries of frequently used procedures. The Task Reference appears at the end of the book and summarizes how to accomplish tasks using the mouse, the menus, and the keyboard. Both of these features are specially designed and written so students can use the book as a reference manual after completing the course.

- **Questions, Tutorial Assignments, and Case Problems** Each tutorial concludes with meaningful, conceptual Questions that test students' understanding of what they learned in the tutorial. The Questions are followed by Tutorial Assignments, which provide students additional hands-on practice of the skills they learned in the tutorial. Finally, each tutorial ends with three or more complete Case Problems that have approximately the same scope as the Tutorial Case.

- **Exploration Exercises** The Windows environment encourages students to learn by exploring and discovering what they can do. The Exploration Exercises are Questions, Tutorial Assignments, or Case Problems designated by an **E** that encourage students to explore the capabilities of the computing environment they are using and to extend their knowledge using the Windows on-line Help facility and other reference materials.

The CTI WinApps Setup Disk

The CTI WinApps Setup Disk bundled with the instructor's copy of this book contains an innovative Student Disk generating program designed to save instructors time. Once this software is installed on a network or standalone workstation, students can double-click the "Make Excel 5.0 Student Disk" icon in the CTI WinApps group window. Double-clicking this icon transfers all the data files students need to complete the tutorials, Tutorial Assignments, and Case Problems to a high-density disk in drive A or B. Tutorial 1 provides complete step-by-step instructions for making the Student Disk.

Adopters of this text are granted the right to install the CTI WinApps group window on any standalone computer or network used by students who have purchased this text.

For more information on the CTI WinApps Setup Disk, see the section in this book called, "Read This Before You Begin."

The Supplements

■ **Instructor's Manual** The Instructor's Manual is written by the authors and is quality assurance tested. It includes:
  - Answers and solutions to all the Questions, Tutorial Assignments, and Case Problems. Suggested solutions are also included for the Exploration Exercises.
  - A disk (3.5-inch or 5.25-inch) containing solutions to all the Questions, Tutorial Assignments, and Case Problems.
  - Tutorial Notes, which contain background information from the authors about the Tutorial Case and the instructional progression of the tutorial.
  - Technical Notes, which include troubleshooting tips as well as information on how to customize the students' screens to closely emulate the screen shots in the book.
  - Transparency Masters of key concepts.

■ **Test Bank** The Test Bank contains 50 questions per tutorial in true/false, multiple choice, and fill-in-the-blank formats, plus two essay questions. Each question has been quality assurance tested by students to achieve clarity and accuracy.

■ **Electronic Test Bank** The Electronic Test Bank allows instructors to edit individual test questions, select questions individually or at random, and print out scrambled versions of the same test to any supported printer.

Acknowledgments

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Ann Shaffer, June Jamrich Parsons, and Dan Oja

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