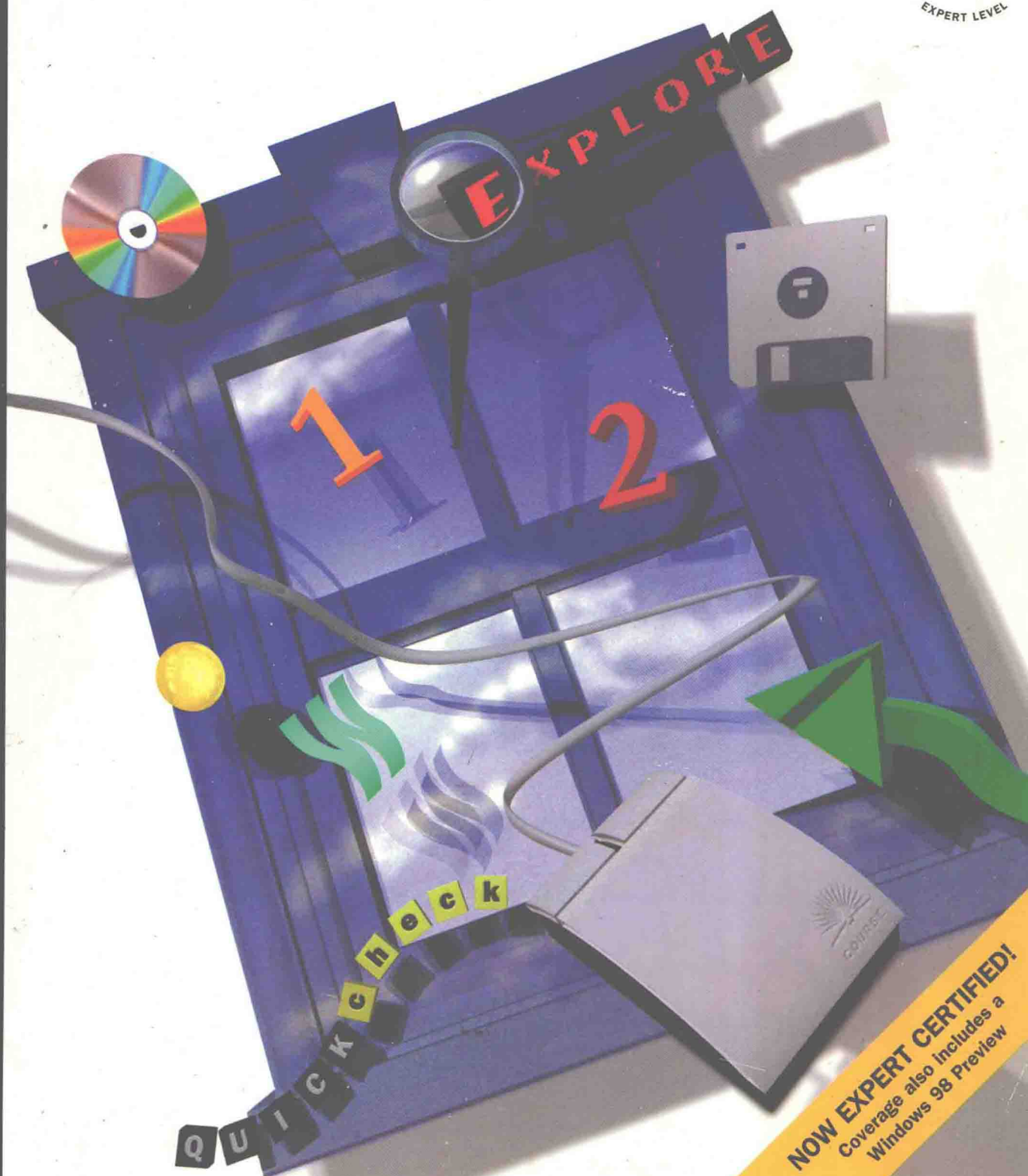


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New Perspectives on Microsoft® **Excel 97**

COMPREHENSIVE

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University of the Virgin Islands

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**COURSE
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New Perspectives on
Microsoft®
Excel 97

C O M P R E H E N S I V E

The New Perspectives Series

The New Perspectives Series consists of texts and technology that teach computer concepts and microcomputer applications (listed below). You can order these New Perspectives texts in many different lengths, software releases, custom-bound combinations, CourseKits™ and Custom Editions®. Contact your Course Technology sales representative or customer service representative for the most up-to-date details.

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At **Course Technology** we have one foot in education and the other in technology. We believe that technology is transforming the way people teach and learn, and we are excited about providing instructors and students with materials that use technology to teach about technology.

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We show both how and why technology is critical to solving problems in college and in whatever field you choose to teach or pursue. Our time-tested, step-by-step instructions provide unparalleled clarity. Examples and applications are chosen and crafted to motivate students.

As the New Perspectives Series team at Course Technology, our goal is to produce the most timely, accurate, creative, and technologically sound product in the entire college publishing industry. We strive for consistent high quality. This takes a lot of communication, coordination, and hard work. But we love what we do. We are determined to be the best. Write to us and let us know what you think. You can also e-mail us at *NewPerspectives@course.com*.

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Course Technology's **New Perspectives Series** is an integrated system of instruction that combines text and technology products to teach computer concepts and microcomputer applications. Users consistently praise this series for innovative pedagogy, creativity, supportive and engaging style, accuracy, and use of interactive technology. The first New Perspectives text was published in January of 1993. Since then, the series has grown to more than 100 titles and has become the best-selling series on computer concepts and microcomputer applications. Others have imitated the New Perspectives features, design, and technologies, but none have replicated its quality and its ability to consistently anticipate and meet the needs of instructors and students.

What is the Integrated System of Instruction?

New Perspectives textbooks are part of a truly Integrated System of Instruction: text, graphics, video, sound, animation, and simulations that are linked and that provide a flexible, unified, and interactive system to help you teach and help your students learn. Specifically, the *New Perspectives Integrated System of Instruction* includes a Course Technology textbook in addition to some or all of the following items: Course Labs, Course Test Manager, Online Companions, and Course Presenter. These components—shown in the graphic on the back cover of this book—have been developed to work together to provide a complete, integrative teaching and learning experience.

How is the New Perspectives Series different from other microcomputer concepts and applications series?

The **New Perspectives Series** distinguishes itself from other series in at least four substantial ways: sound instructional design, consistent quality, innovative technology, and proven pedagogy. The applications texts in this series consist of two or more tutorials, which are based on sound instructional design. Each tutorial is motivated by a realistic case that is meaningful to students. Rather than learn a laundry list of features, students learn the features in the context of solving a problem. This process motivates all concepts and skills by demonstrating to students *why* they would want to know them.

Instructors and students have come to rely on the high quality of the **New Perspectives Series** and to consistently praise its accuracy. This accuracy is a result of Course Technology's unique multi-step quality assurance process that incorporates student testing at at least two stages of development, using hardware and software configurations appropriate to the product. All solutions, test questions, and other supplements are tested using similar procedures. Instructors who adopt this series report that students can work through the tutorials independently with minimum intervention or "damage control" by instructors or staff. This consistent quality has meant that if instructors are pleased with one product from the series, they can rely on the same quality with any other New Perspectives product.

The **New Perspectives Series** also distinguishes itself by its innovative technology. This series innovated Course Labs, truly *interactive* learning applications. These have set the standard for interactive learning.

How do I know that the New Perspectives Series will work?

Some instructors who use this series report a significant difference between how much their students learn and retain with this series as compared to other series. With other series, instructors often find that students can work through the book and do well on homework and tests, but still not demonstrate competency when asked to perform particular tasks outside the context of the text's sample case or project. With the **New Perspectives Series**, however,

instructors report that students have a complete, integrative learning experience that stays with them. They credit this high retention and competency to the fact that this series incorporates critical thinking and problem-solving with computer skills mastery.

How does this book I'm holding fit into the New Perspectives Series?

New Perspectives applications books are available in the following categories:











Brief books are typically about 150 pages long, contain two to four tutorials, and are intended to teach the basics of an application.

Introductory books are typically about 300 pages long and consist of four to seven tutorials that go beyond the basics. These books often build out of the Brief editions by providing two or three additional tutorials.

Comprehensive books are typically about 600 pages long and consist of all of the tutorials in the Introductory books, plus four or five more tutorials covering higher-level topics. Comprehensive books also include two Windows tutorials and three or four Additional Cases. The book you are holding is a Comprehensive book.

Advanced books cover topics similar to those in the Comprehensive books, but go into more depth. Advanced books present the most high-level coverage in the series.

Custom Books The New Perspectives Series offers you two ways to customize a New Perspectives text to fit your course exactly: *CourseKits™*, two or more texts packaged together in a box, and *Custom Editions®*, your choice of books bound together. Custom Editions offer you unparalleled flexibility in designing your concepts and applications courses. You can build your own book by ordering a combination of titles bound together to cover only the topics you want. Your students save because they buy only the materials they need. There is no minimum order, and books are spiral bound. Both CourseKits and Custom Editions offer significant price discounts. Contact your Course Technology sales representative for more information.

New Perspectives Series Microcomputer Applications				
 Brief Titles or Modules	 Introductory Titles or Modules	 Intermediate Tutorials	 Advanced Titles or Modules	 Other Modules
				
Brief	Introductory	Comprehensive	Advanced	Custom Editions
2 to 4 tutorials	6 or 7 tutorials, or Brief + 2 or 3 more tutorials	Introductory + 4 or 5 more tutorials. Includes Brief Windows tutorials and Additional Cases	Quick Review of basics + in-depth, high-level coverage	Choose from any of the above to build your own Custom Editions® or CourseKits™

In what kind of course could I use this book?

This book can be used in any course in which you want students to learn all the most important topics of Microsoft Excel 97, including creating, editing, and formatting spreadsheets, charts, lists, and integrating Excel with other applications; working with multiple worksheets, one- and two-variable input tables, and Solver; importing data, and creating applications using Visual Basic. It is particularly recommended for a full-semester course on Microsoft Excel 97. This book assumes that students have learned basic Windows 95 navigation and file management skills from Course Technology's *New Perspectives on Microsoft Windows 95—Brief* or an equivalent book.



This book has been approved by Microsoft as courseware for the Microsoft Office User Specialist program. After completing the tutorials and exercises in this book, you will be prepared to take the Expert level MSOUS Exam for Microsoft Excel 97. By passing the certification exam for a Microsoft software program you demonstrate your proficiency in that program to employers. MSOUS exams are offered at participating test centers, participating corporations, and participating employment agencies. For more information about certification, please visit the MSOUS program World Wide Web site at http://www.microsoft.com/office/train_cert/.

Windows 98 Preview: Following the Brief Windows 95 tutorials, we have added a brief explanation of what to expect with Windows 98. This introductory tour explains some of the new features of the operating system, by comparing them to the Windows 95 system. Students are encouraged to look critically at these new features in order to decide whether to upgrade their systems.

Two New Appendices: Following the Additional Cases, we added two additional appendices in the New Perspectives tutorial style in order to allow users of the book to sit for the Microsoft Office User Specialist Expert Exam. More information on the MSOUS program is found in the paragraph above.

How do the Windows 95 editions differ from the Windows 3.1 editions?

SESSION

4.2

Quick Check

Sessions We've divided the tutorials into sessions. Each session is designed to be completed in about 45 minutes to an hour (depending, of course, upon student needs and the speed of your lab equipment). With sessions, learning is broken up into more easily assimilated portions. You can more accurately allocate time in your syllabus, and students can better manage the available lab time. Each session begins with a "session box," which quickly describes the skills students will learn in the session. Furthermore, each session is numbered, which makes it easier for you and your students to navigate and communicate about the tutorial. Look on page E 4.21 for the session box that opens Session 4.2.

Quick Checks Each session concludes with meaningful, conceptual Quick Check questions that test students' understanding of what they learned in the session. Answers to the Quick Check questions in this book are provided on pages E 4.38 through E 4.40, E 7.51 through E 7.52, and E 12.53 through E 12.58.

New Design We have retained the best of the old design to help students differentiate between what they are to *do* and what they are to *read*. The steps are clearly identified by their shaded background and numbered steps. Furthermore, this new design presents steps and screen shots in a larger, easier to read format. Some good examples of our new design are pages E 3.19 and E 10.24.

What features are retained in the Windows 95 editions of the New Perspectives Series?

“Read This Before You Begin” Page This page is consistent with Course Technology’s unequalled commitment to helping instructors introduce technology into the classroom. Technical considerations and assumptions about software are listed to help instructors save time and eliminate unnecessary aggravation. See pages E 1.2, E 5.2, and E 8.2 for the “Read This Before You Begin” pages in this book.

CASE

Tutorial Case Each tutorial begins with a problem presented in a case that is meaningful to students. The problem turns the task of learning how to use an application into a problem-solving process. The problems increase in complexity with each tutorial. These cases touch on multicultural, international, and ethical issues—so important to today’s business curriculum. See page E 1.3 for the case that begins Tutorial 1.

1. 2. 3.

Step-by-Step Methodology This unique Course Technology methodology keeps students on track. They enter data, click buttons, 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 course of solving the problem. In addition, the numerous screen shots include labels that direct students’ attention to what they should look at on the screen. On almost every page in this book, you can find an example of how steps, screen shots, and labels work together.

TROUBLE?

TROUBLE? Paragraphs These paragraphs anticipate the mistakes or problems that students are likely to have and help them recover and continue with the tutorial. By putting these paragraphs in the book, rather than in the Instructor’s Manual, we facilitate independent learning and free the instructor to focus on substantive conceptual issues rather than on common procedural errors. Some representative examples of TROUBLE? paragraphs appear on page E 2.34.

window

Reference Windows Reference Windows appear throughout the text. They are succinct summaries of the most important tasks covered in the tutorials. Reference Windows are specially designed and written so students can refer to them when doing the Tutorial Assignments and Case Problems, and after completing the course. Page E 2.11 contains the Reference Window for Copying Cell Contents with the Fill Handle.

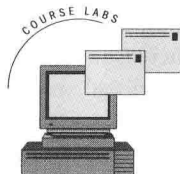
Task Reference The Task Reference contains a summary of how to perform common tasks using the most efficient method, as well as references to pages where the task is discussed in more detail. It appears as a table at the end of the book.

Tutorial Assignments, Case Problems, and Lab Assignments Each tutorial concludes with Tutorial Assignments, which provide students with additional hands-on practice of the skills they learned in the tutorial. See page E 4.34 for examples of Tutorial Assignments. The Tutorial Assignments are followed by four Case Problems that have approximately the same scope as the tutorial case. In the Windows 95 applications texts, the last Case Problem of each tutorial typically requires students to solve the problem independently, either “from scratch” or with minimum guidance. See page E 10.29 for examples of Case Problems. Finally, if a Course Lab accompanies a tutorial, Lab Assignments are included after the Case Problems. See page E 1.35 for examples of Lab Assignments.



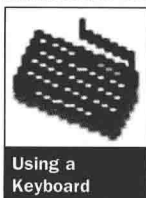
Exploration Exercises The Windows environment allows students to learn by exploring and discovering what they can do. Exploration Exercises can be Tutorial Assignments or Case Problems that challenge students, encourage them to explore the capabilities of the program they are using, and extend their knowledge using the Help facility and other reference materials. Page E 3.39 contains Exploration Exercises for Tutorial 3.

What supplements are available with this textbook?

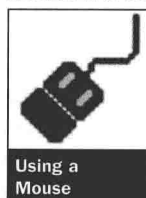


Course Labs: Now, Concepts Come to Life Computer skills and concepts come to life with the New Perspectives Course Labs—highly-interactive tutorials that combine illustrations, animations, digital images, and simulations. The Labs guide students step-by-step, present them with Quick Check questions, let them explore on their own, test their comprehension, and provide printed feedback. Lab icons at the beginning of the tutorial and in the tutorial margins indicate when a topic has a corresponding Lab. Lab Assignments are included at the end of each relevant tutorial. The Labs available with this book and the tutorials in which they appear are:

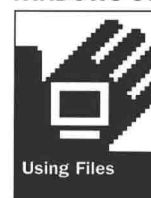
TUTORIAL 1 WINDOWS 95



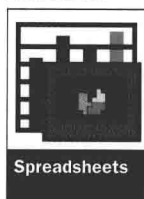
TUTORIAL 1 WINDOWS 95



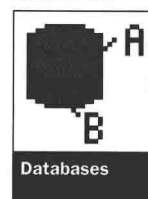
TUTORIAL 2 WINDOWS 95



TUTORIAL 1 EXCEL 97

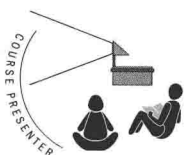


TUTORIAL 11 EXCEL 97



Course Test Manager: Testing and Practice at the Computer or on Paper

Course Test Manager is cutting-edge, Windows-based testing software that helps instructors design and administer practice tests and actual examinations. This full-featured program allows students to randomly generate practice tests that provide immediate on-screen feedback and detailed study guides. Instructors can also use Course Test Manager to produce printed tests. Course Test Manager can automatically grade the tests students take at the computer and can generate statistical information on individual as well as group performance.



Course Presenter: This lecture presentation tool allows instructors to create electronic slide shows or traditional overhead transparencies using the figure files from the book. Instructors can customize, edit, save, and display the figures from the text in order to illustrate key topics or concepts in class.



Online Companions: Dedicated to Keeping You and Your Students

Up-To-Date When you use a New Perspectives product, you can access Course Technology's faculty sites and student sites on the World Wide Web. You can browse the password-protected Faculty Online Companions to obtain online Instructor's Manuals, Solution Files, Student Files, and more. Please see your Instructor's Manual or call your Course Technology customer service representative for more information. Student and Faculty Online Companions are accessible by clicking the appropriate links on the Course Technology home page at <http://www.course.com>.

Student Files Student Files contain all of the data that students will use to complete the tutorials, Tutorial Assignments, Case Problems, and Additional Cases. A Readme file includes technical tips for lab management. See the inside covers of this book and the "Read This Before You Begin" pages for more information on Student Files.

Instructor's Manual New Perspectives Series Instructor's Manuals contain instructor's notes and printed solutions for each tutorial. Instructor's notes provide tutorial overviews and outlines, technical notes, lecture notes, and extra Case Problems. Printed solutions include solutions to Tutorial Assignments, Case Problems, Additional Cases, and Lab Assignments.

Solution Files Solution Files contain every file students are asked to create or modify in the tutorials, Tutorial Assignments, Case Problems, and Additional Cases.

The following supplements are included in the Instructor's Resource Kit that accompanies this textbook:

- Instructor's Manual
- Solution Files
- Student Files
- The following Course Labs: Using a Keyboard, Using a Mouse, Using Files, Spreadsheets, Databases
- Course Test Manager Release 1.1 Test Bank
- Course Test Manager Release 1.1 Engine
- Course Presenter

Some of the supplements listed above are also available over the World Wide Web through Course Technology's password-protected Faculty Online Companions. Please see your Instructor's Manual or call your Course Technology customer service representative for more information.

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June Jamrich Parsons
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Roy Ageloff
Patrick Carey

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