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**Department of: Administration**

**College of: Administration & Economic**

**University of: Salahaddin.**

**Subject: Microsoft Excel**

**Course Book –Year -2/ Second Semester**

**Lecturer's name: Karwan Khalid Hamad / MSc**

**Academic Year: 2022/2023**

**Course Book**

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| **1. Course name** | **Microsoft Excel** | |
| **2. Lecturer in charge** | **Karwan Khalid Hamad** | |
| **3. Department/ College** | **Administration /Administration & Economic** | |
| **4. Contact** | **e-mail: karwan.hamad@su.edu.krd** | |
| **5. Time (in hours) per week** | **For example Theory: 1**  **Practise : 2** | |
| **6. Office hours** | **8:30 – 2:30 Office hours**  **Monday 8:30 – 10:30** | |
| **7. Course code** |  | |
| **8. Teacher's academic profile** | **I got these certificates in my academic life and now have a joint research with my colleague, entitled role of e-commerce in air carriers Empirical Study on the Erbil International Airport for the year 2015-2016.**  **By researchers (karwan Khalid Hamad and Dr.Tavga Qadir) .**  **Also I have joint research with my colleague, entitled A study on the organization characteristics and economic impact that influences non-profit organization in ERBIL/Iraq** **By researchers** **(karwan Khalid Hamad and Ahmed Hoshyar) .**  **i have surveillance obligations and the preparation of lectures for students of first stage.**   * **2003-2007 B. Sc. (Economic) Department, College of Administration & Economy, University of Slahaddin.** * **2011-2013 M.EC Master of Economic, University UTARA Malaysia.** | |
| **9. Keywords** | **Function's Excel -** | |
| **10. Course overview:**  **In today's fast-paced, technical business environment, numbers are everything. Much of our success hinges on how well we can manage the data - statistics, planning, reporting - that we encounter on a daily basis. We learn how we are doing and discover our next course of action by studying numbers. An incredibly powerful tool for doing this is**Microsoft Excel**.**  Microsoft Excel**is the standard spreadsheet application for both the business world and personal use.**New Horizons courses for Microsoft Excel**will teach you basic to advanced features of**Excel**.**  **Whether you are new to Excel or an advanced user,**New Horizons Excel courses **will cover what you need to know to become an Excel power user.** | | |
| **11. Course objective:**  **This subject will provide students with**   1. **Identify the main components of the user interface** 2. **Identify the purpose of the commands on the menu bar** 3. **Work with the buttons on the toolbar** 4. **Work with text and characters in a program** 5. **Explain the use of primary keyboard shortcuts and key combinations** 6. **Enter data into a spreadsheet** 7. **Perform basic mathematical operations in a spreadsheet** 8. **Insert charts into a spreadsheet** 9. **Explain the purpose of options available for printing a spreadsheet** 10. **Explain the difference between a workbook and a spreadsheet** 11. **Successfully move from one cell to another containing formulas and text** 12. **Understand absolute and relative cell references** 13. **Copy, Cut and Paste text and formulas** 14. **Use the fill function for dates and formulas** | | |
| **12. Student's obligation**  **In this paragraph mentions the teaching role and obligations of students during the school year. For example, their commitment to the attendees, and completion of the tests and the required duties.** | | |
| **13. Forms of teaching**  **In this paragraph mentions teaching instructional methods used by, for example, Data show and PowerPoint white board or black etc.**  **It uses different means of teaching the material, including:**  **(PowerPoint, the participation of students, the performance of Quiz)** | | |
| **14. Assessment scheme**  **Here mention the teaching methods of evaluation and followed by the split grades, for example, monthly and daily examinations (quizzes), critical thinking, presence and absence of students, etc**  **The first chorus / 20**  **The second chorus / 20**  **Final theory exam / 25**  **Practise Final exam / 35** | | |
| **15. Student learning outcome:**  **Upon successful completion of this course students will be able to: 1. Create and design a spreadsheet for general office use. 2. Demonstrate the basic mechanics and navigation of an Excel spreadsheet. 3. Demonstrate formatting techniques and presentation styles. 4. Demonstrate the use of basic functions and formulas..** | | |
| **16. Course Reading List and References‌:**  1**- Microsoft Excel Instructor Edition Complete, Nicollet Avenue South, Microsoft Publishing, Inc., 2006.**  **2- Excel Workbook for Dummies, Cary N. Prague, Michael R. Irwin, and Jennifer Reardon, Wiley Publishing, Inc. 2006.**  **3- Excel 2003 Essentials,** [**http://www.exceltraininglondon.co.uk**](http://www.exceltraininglondon.co.uk)  **4- الجداول الإلكترونية، المفاهيم العامة من البرنامج اكسل، سعد طه، 2008.**  **3 –Internet, for site:** [**www.fanctionx.com**](http://www.fanctionx.com) **…** | | |
| **17. The Topics:** | | **Lecturer's name** |
| Week 1/ Lesson 1 What's New in Excel  Lesson 2 Understanding the Excel Program Screen  Lesson 3 Using Toolbars and Creating a New Workbook  Week 2/Lesson 4 Keystroke and shape Mouse  Lesson 5 Saving a Workbook  Lesson 6 Calculating Value Totals with AutoSum  Week 3/Lesson 7 Previewing and Printing a Worksheet  Lesson 8 Advanced Printing Options  Chapter Two: Editing a Workbook  Week 4/Lesson 9 Entering Date Value and Using AutoComplete  Lesson 10 Editing, Clearing, and Replacing Cell Contents  Lesson 11 Cutting, Copying, and Pasting Cells  Lesson 1 Moving and copying Cells with Drag and Drop  Week 5/Lesson 13 Collecting and Pasting Multiple Items  Lesson 14 Using the Paste Special Command  Lesson 15 Inserting and Deleting Cells, Rows, and Columns  Lesson 16 Finding and Replacing Information  Week 6/Lesson 17 Header and Footer  Lesson 18 Comments  Lesson 19 Custom Views  Chapter Three: Creating and Working with Charts  Week 7/Lesson 20 Creating a Chart  Lesson 21 Moving and Resizing a Chart  Lesson 22 Formatting and Editing Objects in a Chart  Lesson 23 Changing a Chart's Source Data  Chapter Four: Managing Your Workbooks  Week 8/ Lesson 24 Inserting and Deleting Worksheets  Lesson 25 Renaming and Moving Worksheets  Lesson 26 Referencing External Data  Lesson 27 Creating Headers, Footers and Page Numbers  Chapter Five: More Functions and Formulas  Week 9/ Lesson 28 Formulas with Several Operators and Cell Ranges  Lesson 29 Using the Insert Function Feature  Lesson 30 Creating and Using Range Numbers  Lesson 31 Introduction to $  Week 10/ Lesson 32 Using the SUM (), AVG (), COUNT (), MAX (),and MIN () Functions  Lesson 33 Using the COUNTIF () and SUMIF Function  Week 11/ Lesson 34 Using the LEFT (), RIGHT (),and MEN () Functions  Lesson 35 Using the DSUM (),DAVG (), DCOUNT (), DMAX (),and DMIN () Functions  Week 12/ Lesson 36 Using the LEN () and FIND () Functions  Lesson 37 Using the IF Function to Create Conditional Formulas  Week 13/ Lesson 38 Using the VLOOKUP and HLOOKUP Function to Create Conditional Formulas  Lesson 39 Using the Finance Function  Week 14 Lesson 40 Using Name in Function  Lesson 41 Creating Example  Week 15/ 10 Marks Examination Theory  10 Marks Examination Practice  Chapter Six: Formatting a Worksheet  Week 17/ Lesson 42 Adding and Working with Hyperlinks  Lesson 43 Formatting Fonts with the Formatting Toolbar  Lesson 44 Formatting Values  Week 18/ Lesson 45 Adjusting Row Heights and Column Width  Lesson 46 Creating Example  Lesson 47 Changing Cell Alignment  Week 19 / Lesson 48 Using AutoFormat  Lesson 49 Formatting Cells with Conditional Formatting  Chapter Seven: Advanced Topics  Week 20/ Lesson 50 Password Protecting a Worksheet  Lesson 51 Create Protection One Range  Week 21/ Lesson 52 Create Protection Cells  Lesson 53 Creating Example  Week 22/ Lesson 54 Understanding Goal Seek  Lesson 55 Defining a Scenario  Week 23/ Lesson 55 Formula Auditing  Lesson 56 Using a Solver  Chapter Eight: Automating Tasks with Macros  Week 24/ Lesson 57 Recording a Macro  Lesson 58 Playing a Macro and Assigning a Macro a Shortcut Key  Lesson 59 Adding a Macro to a Toolbar  Week 25/ Lesson 60 Uses Macro to Conditional Formatting  Lesson 61 Uses Macro to Protection Cells  Chapter Nine: Working with Lists  Week 26/ Lesson 62 Sorting a List  Lesson 63 Filtering a List with the AutoFilter  Lesson 64 Filtering a List with an Advanced Filter  Week 27/ Lesson 65 Using Data Validation  Lesson 66 Creating Example  Week 28/ Lesson 67 Creating a PivotTable  Lesson 68 Specifying the Data a PivotTable Analyzes  Week 29/ Lesson 69 Modifying a PivotTable's Structure  Lesson 70 Selecting What Appears in a PivotTable | | Lecturer's name  ex: (2 hrs)  ex: 14/10/2015 |
| **18. Practical Topics (If there is any)** | |  |
| In this section The lecturer shall write titles of all practical topics he/she is going to give during the term. This also includes a brief description of the objectives of each topic, date and time of the lecture | | Lecturer's name  ex: (3-4 hrs)  ex: 14/10/2015 |
| **19. Examinations:**  ***1. Compositional:*** In this type of exam the questions usually starts with Explain how, What are the reasons for…?, Why…?, How….?  With their typical answers  Examples should be provided  ***2.******True or false type of exams:***  In this type of exam a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence. Examples should be provided  ***3. Multiple choices:***  In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase. Examples should be provided. | | |
| **20. Extra notes:**  Here the lecturer shall write any note or comment that is not covered in this template and he/she wishes to enrich the course book with his/her valuable remarks. | | |
| **21. Peer review پێداچوونه‌وه‌ی هاوه‌ڵ**  This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section.  *(A peer is person who has enough knowledge about the subject you are teaching, he/she has to be a professor, assistant professor, a lecturer or an expert in the field of your subject).*  ئه‌م کۆرسبووکه‌ ده‌بێت له‌لایه‌ن هاوه‌ڵێکی ئه‌کادیمیه‌وه‌ سه‌یر بکرێت و ناوه‌ڕۆکی بابه‌ته‌کانی کۆرسه‌که‌ په‌سه‌ند بکات و جه‌ند ووشه‌یه‌ک بنووسێت له‌سه‌ر شیاوی ناوه‌ڕۆکی کۆرسه‌که و واژووی له‌سه‌ر بکات.  هاوه‌ڵ ئه‌و که‌سه‌یه‌ که‌ زانیاری هه‌بێت له‌سه‌ر کۆرسه‌که‌ و ده‌بیت پله‌ی زانستی له‌ مامۆستا که‌متر نه‌بێت.‌‌ | | |