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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.**
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| **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**
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| **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 WorkbookWeek 2/Lesson 4 Keystroke and shape Mouse Lesson 5 Saving a Workbook Lesson 6 Calculating Value Totals with AutoSumWeek 3/Lesson 7 Previewing and Printing a Worksheet Lesson 8 Advanced Printing Options Chapter Two: Editing a WorkbookWeek 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 DropWeek 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 InformationWeek 6/Lesson 17 Header and Footer Lesson 18 Comments Lesson 19 Custom Views Chapter Three: Creating and Working with ChartsWeek 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 WorkbooksWeek 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 FormulasWeek 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 FunctionWeek 11/ Lesson 34 Using the LEFT (), RIGHT (),and MEN () Functions Lesson 35 Using the DSUM (),DAVG (), DCOUNT (), DMAX (),and DMIN () FunctionsWeek 12/ Lesson 36 Using the LEN () and FIND () Functions Lesson 37 Using the IF Function to Create Conditional FormulasWeek 13/ Lesson 38 Using the VLOOKUP and HLOOKUP Function to Create Conditional Formulas Lesson 39 Using the Finance FunctionWeek 14 Lesson 40 Using Name in Function Lesson 41 Creating ExampleWeek 15/ 10 Marks Examination Theory 10 Marks Examination Practice Chapter Six: Formatting a WorksheetWeek 17/ Lesson 42 Adding and Working with Hyperlinks Lesson 43 Formatting Fonts with the Formatting Toolbar Lesson 44 Formatting ValuesWeek 18/ Lesson 45 Adjusting Row Heights and Column Width Lesson 46 Creating Example Lesson 47 Changing Cell AlignmentWeek 19 / Lesson 48 Using AutoFormat Lesson 49 Formatting Cells with Conditional Formatting Chapter Seven: Advanced TopicsWeek 20/ Lesson 50 Password Protecting a Worksheet Lesson 51 Create Protection One RangeWeek 21/ Lesson 52 Create Protection Cells Lesson 53 Creating ExampleWeek 22/ Lesson 54 Understanding Goal Seek Lesson 55 Defining a ScenarioWeek 23/ Lesson 55 Formula Auditing Lesson 56 Using a Solver Chapter Eight: Automating Tasks with MacrosWeek 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 ToolbarWeek 25/ Lesson 60 Uses Macro to Conditional Formatting Lesson 61 Uses Macro to Protection Cells Chapter Nine: Working with ListsWeek 26/ Lesson 62 Sorting a List Lesson 63 Filtering a List with the AutoFilter Lesson 64 Filtering a List with an Advanced FilterWeek 27/ Lesson 65 Using Data Validation Lesson 66 Creating ExampleWeek 28/ Lesson 67 Creating a PivotTable Lesson 68 Specifying the Data a PivotTable AnalyzesWeek 29/ Lesson 69 Modifying a PivotTable's Structure Lesson 70 Selecting What Appears in a PivotTable | Lecturer's nameex: (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 nameex: (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 answersExamples 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.‌‌  |