CPSC 203: Introduction to Problem Solving Using Application Software

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Introduction

Tutorial: 01 Lecture: L01 Instructor: **Angela Duta** Lab: Tuesday & Thursday 11:00 - 11:50

TA: **Shahed** Office: ICT 524 CT: Thursday 18:00 - 19:00 (MS 237) Friday 2:00 - 3:00 (MS 237)

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About Lab & Assignments

- You need CPSC username & password to access the computers
- All personal files will be deleted when you logout
 - Use memory sticks or network storage to save your work/assignments.
- Your assignments must be compatible to Microsoft Office
 2007

Web Sites

- http://wiki.ucalgary.ca/page/Courses/Computer_Science/CPS C_203/CPSC_203_Template
 - Google: CPSC 203 wiki
- http://wiki.ucalgary.ca/page/Courses/Computer_Science/CPSC _203/CPSC_203_Template/Winter_2010_Teaching_Assistants
- http://cpsc203.blogspot.com

Quiz & Assignments

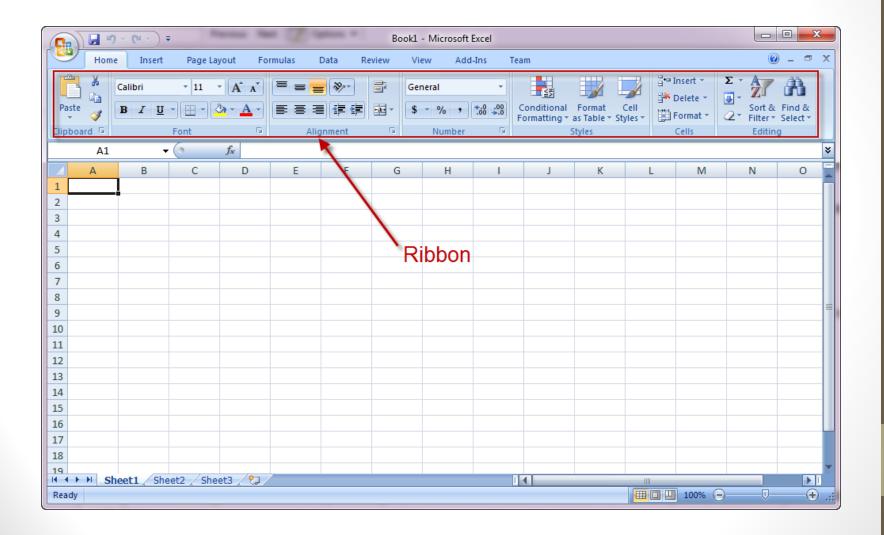
- You are allowed to bring books/documents in quiz
 - But only hard copies, no internet access
- There will be individual & group assignments
 - Generally, you have to submit assignments via *BlackBoard*
- Schedule for assignments & quizzes are available in BlackBoard

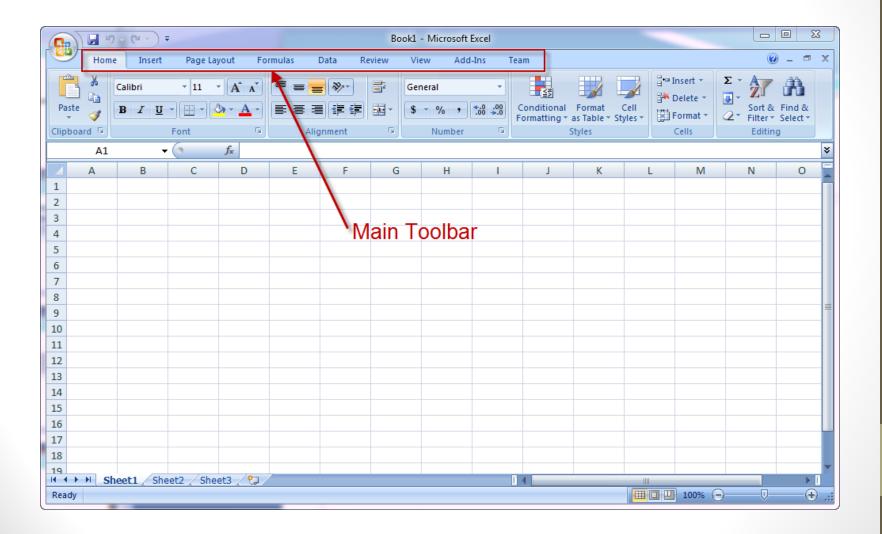
Lab 1: Introduction to Spreadsheets and Basic Calculations

Topic:

- Introduction to Microsoft Excel 2007
- Data entry
- The AutoFill feature
- Set-up appropriate field formats. (i.e. currency, numbers, text, etc.)
- Use functions to calculate basic statistics

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Type in some basic data

- Start Microsoft Excel 2007
- Click in a cell
- Use the keyboard to add a number or text to the cell (e.g. Sales)
- To complete the entry, press the 'Enter' key

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AutoFill a field(s)

The Auto-Fill feature:

- Can be used with both numbers and text
- Can be applied to both rows and columns
- The start of a sequence must be given. As few as two cells with numbers or text can be used

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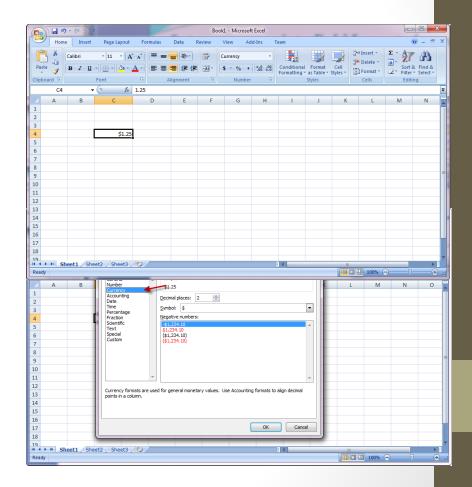
Set-up appropriate field formats (currency, numbers, text, etc.)

To set field formats:

- Select the cell you
 - Use the ribbon
 - 'Number' contextual menu as part of 'Home' in the main toolbar)

Or,

- Right-click using your mouse
 - Select 'Format Cells' from the drop-down menu to open a new panel
 - Select the 'Number' tab in the new panel.



Calculate basic statistics

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Calculate basic statistics

Some basic statistics:

- Count
- Min
- Max
- Average
- Median
- Mode
- Standard Deviation

How to use a Function

- Functions can be specified
 - directly in cells (using cell number or range)

Or,

In the function Toolbar

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Some Functions in Excel

- COUNT() function gives the number of cells that contain numbers
 - syntax =COUNT(value1, value2, ...)
 - Or, =COUNT(cell address, cell address, ...)
 - Or, =COUNT(first cell address : last cell address)

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Some Functions in Excel

Function	Description
Count	The number of cells that contain numbers
MIN	The smallest value in a set of numbers
MAX	The largest value in a set of numbers
AVERAGE	The average, or arithmetic mean value in the set of numbers
MEDIAN	The middle number in a set of numbers
MODE	The most frequently occurring value of a set of numbers

Questions?

Exercise