



# CPSC203 – Introduction to Problem Solving and Using Application Software

Winter 2010

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# Introduction

- Quiz #1
- Spreadsheets Review

# Quiz #1

- Quiz #1 next Tuesday, 9 February.
- We'll start at 17:00 and leave the lab at 17:50.
- You'll be given a handout which you have to put your name on and **return to me** before you leave the lab.
- The quiz file will be submitted through the Blackboard.
- SUBMIT the file, not SAVE it.
- Verify that you have submitted the correct file.
- If a student wants to take the quiz at a different time, s/he should contact the course **instructor** for approval.
- Bring along a photo ID.

# Dos

- During the quiz, students are allowed to:
  - Use their course notes, books, printed Wiki material (or anything printed in general).
  - Use Microsoft Excel Help.

# Do Nots

- During the quiz, students are NOT allowed to:
  - Talk to each other.
  - Use their cell phones.
  - Open an internet browser for any reason (other than submitting through the Blackboard).
  - Look at each others' monitors.
  - Access the course Wiki content online.
  - Take the exam on their laptops.

# Skill List for Excel

- Type in some basic data – used for rest of the quiz.
- Autofill a field.
- Set up appropriate Field formats (Currency, Numbers, Text, etc).
- Calculate Basic Statistics (Min, Max, Average, SD, Median).
- Use the Chart Wizard to do a default chart on a data set.
- Customize a chart according to good chart design principles.
- Do a custom calculation using a formula (possibly in several steps).
- Use a nested If ... Then statement to define classes.
- Use a Lookup table to define classes.
- Summarize data in a Pivot table.
- Sorting and filtering data.

# How Do I Get Ready for the Quiz?

- Make sure you go through
  - Lab manuals
  - TA examples on spreadsheets
  - My slides
- If you have any questions
  - Come here during the CT hours
  - Ask me