



# CPSC 203: Week I- Lab I

**TA: Shreya Rawal**

**Email: [srawal@ucalgary.ca](mailto:srawal@ucalgary.ca)**

**(T-14)**

**CT Hours: Friday | 12:00 pm – 2:00 pm**



# Topics To Be Covered:

- Spreadsheets
- Databases
- Problem Solving using Alice



# Course Structure:

- Lab Quiz – 1 (7.5%) (Feb 9<sup>th</sup>, 2010)
- Lab Quiz – 2 (7.5%) (March 16<sup>th</sup>, 2010)
  
- Assignment – 1 (7.5%) (Feb 12<sup>th</sup>, 2010)
- Assignment – 2 (7.5%) (March 23<sup>rd</sup>, 2010)
  
- Project (10%) (April 16<sup>th</sup>, 2010)



## Some Tips for the Class:

- Do not save your work on computers, make a copy of it before logging off.
- Food and Drinks are not allowed.
- Quizzes are open-book.
- Feedback is highly appreciated!



# Wiki:

- <http://wiki.ucalgary.ca>
- Search CPSC 203
  - Click the first search result
- /Winter 2010 Lab Manual
- /Winter 2010 Teaching Assistants
  - /W10 Shreya Rawal



# Blackboard and Other Information

- We will use blackboard for Assignment and Lab Quiz Submissions.
- Grades will be posted on Blackboard
- Make sure that your username and password is working before Lab Quiz-I
- If you don't have a UCIT Account visit the UCIT Support Centre, Math Sciences 7th floor.
- Or register online:  
[https://www.acs.ucalgary.ca/itutil?  
process=WebRegister](https://www.acs.ucalgary.ca/itutil?process=WebRegister)



# **SPREADSHEETS!!!**



# Components of a spreadsheet window

- Ribbon
- Main Toolbar
- Contextual Menu
- Office Button
- Help





Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					

Sheet1 Sheet2 Sheet3

Ready 100%



# Today's Tutorial Spreadsheets

- Typing in some basic data
- Using the AutoFill feature
- Setting-up appropriate field formats, such as currency, numbers, text, etc.
- Calculating basic statistics

# Doing some basic calculations

- Use “=” followed by your formula
  - Example:     **= (A14+A22)/D12**

# Exercise:

Student ID	History	English	Date of Exam	Average
1	87	89	3/10/2009	
2	77	90	4/10/2009	
	56	89	3/10/2009	
	74	56	5/10/2009	

- Complete Student ID using autofill
- Calculate Average using the formula  $=(B2+C2)/2$  in the Average column, write the formula once and then use autofill to calculate remaining cells
- Format Date of Exam to be in following format:
  - March 10, 2009
- Format Average to be a number of 2 decimal places
- Find Class average (Average of Average), Median of Average, Mode for English marks, STD for Average, Count number of students

Microsoft Excel - Ribbon: Home							
Clipboard		Font			Alignment		
D7							
	A	B	C	D	E	F	G
1	StudentID	History	English	Date of Exam	Average		
2	1	87	89	March 10, 2009	88.00		
3	2	77	90	April 10, 2009	83.50		
4	3	56	89	May 10, 2009	72.50		
5	4	74	56	June 10, 2009	65.00		
6							
7							
8				Class Average	77.25		
9				Median	78.00		
10				Mode (English)	89		
11				STDEV	10.4443		
12							
13							
14							
15							
16							
17							
18							
19							
20							

- 
- Go through wiki once before next tutorial!!