



CPSC 203

Fall 2009

TA: Shreya Rawal

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CT hours: Tuesdays and Thursdays: 9:00 am- 10:00 am

Schedule



- ✦ Week 1-3: Spreadsheets

- ✦ Lab Quiz 1: 1st Oct 2009 (6.25%)

- ✦ Week 4-6: Databases

- ✦ Lab Quiz 2: 27th Oct 2009 (6.25%)

- ✦ Week 7-9: Programming

- ✦ Lab Quiz 3: 17th Nov 2009 (6.25%)

- ✦ Week 10-12: Design

- ✦ Lab Quiz 4: 3rd Dec 2009 (6.25%)

- ✦ 8th Dec 2009

Assignments



✦ Assignment 1: Spreadsheet (8%)

✦ Submission: Oct 13th 11:59 PM

✦ Assignment 2: Databases (8%)

✦ Submission: Nov 9th 11:59 PM

✦ Assignment 3: Databases (9%)

✦ Submission: Nov 30th 11:59 PM

Other Information

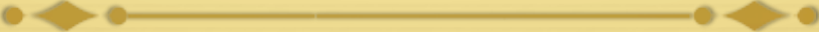


- ✦ If you don't have a UCIT Account visit the UCIT Support Centre, Math Sciences 7th floor.
- ✦ Or register online: <https://www.acs.ucalgary.ca/itutil?process=WebRegister>
- ✦ You will use Blackboard for the submission of Lab-Quizzes and Assignments.
- ✦ No Food-Drinks allowed in the Lab.
- ✦ Make a copy of whatever you do in Labs!!! It will be deleted once you logoff!!

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

Cut Copy Paste Format Painter Clipboard

Calibri 11 Font

Wrap Text Merge & Center Alignment

General Number

Conditional Formatting Styles

Format as Table Cell Styles

Insert Delete Format Cells

AutoSum Fill Clear Editing

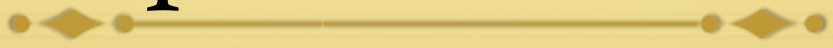
Sort & Find & Filter Select

A1 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
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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

Important things on wiki



- ✦ Labs Template
- ✦ TA Examples
- ✦ CPSC203_Template_People