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Summer 2009

CS 206: Advanced Concepts/Techniques and Software Productivity Tools

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Course: CS 200 **Quarter:** Summer 2009 B Term

Title: Advanced Concepts/Techniques and Software Productivity Tools

Required Text: Microsoft Office 2007, Advanced Concepts and Techniques, Shelly, Cashman, Vermaat, 2008

Instructor: Terri Bauer

Prerequisite: CS 205

Email: terri.bauer@wright.edu Phone: CS office 775-5131 (leave a message)

Class Policies:

- **Late Assignments** will be penalized by 1 point for each class day late and you are encouraged to turn them in early!! NO ASSIGNMENTS ACCEPTED AFTER LAST MEETING DATE!!!!!!!!!!
- **Make-up exams** will only be given in the event of extreme, documented circumstances or prenotification.
- A quarter grade of **incomplete** can only be awarded in the event of extreme, documented circumstances before the end of the quarter.
- Students are responsible for getting information if they **miss lectures**.
- Open labs are in 152 C Russ Center 7 days per week, 24 hours/day.
- STOP THE INSTRUCTOR IF YOU ARE LOST! Do not ask other students during a lecture for help as it causes a distraction.
- DO NOT MISS LECTURES UNLESS IT IS ABSOLUTELY NECESSARY. There are many items on tests that are covered in class that are not in the textbook.
- IN ORDER TO PASS THIS COURSE, YOU MUST COMPLETE AT LEAST 2 OF THE ASSIGNMENTS IN EACH STUDY AREA AND YOU MUST SCORE AT LEAST A 60% ON EACH!!!!!!!!!!

Course description/objectives

By the end of this course, the students will have a greater depth of understanding in the areas of spreadsheets, databases, and presentation software and web design using Microsoft Excel, Access, and PowerPoint covering the following topics.

Microsoft Excel 2007:

Chapters 4 – 6

Microsoft Access 2007:

Chapters 4 - 6

Microsoft PowerPoint 2007:

Chapter 3 & 4

Course Administration:

1. Academic Integrity:

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be referenced at: <http://www.wright.edu/students/judicial/integrity.html>

HELPING EACH OTHER ON HOMEWORK IS PERMISSIBLE EXCEPT YOU ARE CONSIDERED TO HAVE CHEATED WHEN

- YOU HAVE COPIED A FRIENDS FILE AND PUT YOUR NAME ON THE FILE.**
- YOU HAVE HAD SOMEONE ELSE DO THE ASSIGNMENT FOR YOU.**
- IF TWO PEOPLE WORK ON THE SAME FILE.**

THIS IS CONSIDERED THE ONLY WARNING YOU WILL RECEIVE.

2. Responsible Use of Information Technology:

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CATS), by individual University colleges and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of Wright State University. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be found at: <http://www.wright.edu/cwis/policies/itpolicy.html>

3. Student Disabilities:

Students with documented disabilities that require physical or academic accommodations must contact their Instructor during the first week of classes. To receive more information or to apply for services, contact the Office of Disability Services.

Homework (All must be submitted through WebCT).

- **DO NOT PRINT ANY ASSIGNMENTS!!!**
- Put your name and section in the header of each file.
- When the book doesn't specify column widths and/or colors, just match them to the photo in the book.
- Assignments will be designated as the given tutorials are covered.
- **IF YOU MISS A LECTURE IT IS YOUR RESPONSIBILITY TO GET THE ASSIGNMENT.**

Excel

(Assignment 1 worth 10 Points) Chapter 4

1. In The Lab 1: Beginning On Page 327
 - a. Skip #9, 10, 11, 14, and 15.
2. In The Lab 3: Beginning On Page 332
 - a. Skip #9, 10, 13 and 15.
 - b. In number 14, save the results of Goal Seek.

(Assignment 2 worth 10 Points) Chapter 5

1. In The Lab 1: Beginning On Page 405
 - a. Skip Instructions Part 1, Number 5.
 - b. After setting up the table in Part 2, and entering the data, before you do the filters and subtotals, copy the sheets 13 times
 - c. In 12 of the copies do the filters and save them (don't print!!!).
 - Name each sheet appropriately (e.g. The sheet that holds filter 1 should be called Filter 1).
 - d. In 1 of the copies do the subtotals and save it (don't print!!!).
 - Name the sheet Subtotals.
 - With the subtotals, do not print each level.
2. Skip Instructions Part 3 on page 407.
3. In Instructions Part 4, Number 1, when you are asked to sort, sort by region, then by division, then by district.
4. Skip Instructions Part 5 on page 408.

(Assignment 3 worth 10 Points) Chapter 6

1. In The Lab 1: Beginning On Page 496
 - c. Open the file in U:\StudentDataFiles\CS206 Office 2007 Shelly Cashman\data\Ch_6\ Lab 6-1 Rings and Things Annual Sales Analysis Template.xltx and begin work.
 - d. In Instructions Part 2, Number 1, Do NOT resave the file under a different name.
 - e. In Instructions Part 1, Number 3, you are asked to change the subtitle to match the tab name in A2. That is a typo in the textbook. Change the subtitle in A1 NOT A2!
 - f. Do all of the Page Setup instructions requested in Instructions Part 1, Number 6, but do not print.
 - g. Skip Instructions Part 3.

Access

All cases should be in ONE Database.

(Assignment 4 worth 10 Points) Chapter 4

1. Copy the *Birds2U.mdb* database in the path U:\StudentDataFiles\Office 2003\Access\Project 4 to your desktop or to a flashdrive.
2. Create a query using the *Item* and *Supplier* tables, showing the *Supplier Code* and *Name* (from the *Supplier* table) and the *Item Code*, *Description*, *On Hand*, *Cost*, and *Selling Price* Fields.
 - a. In the query, make a calculated field named *Total Value on Hand* that multiplies the *Cost* field times the *On Hand* field (Make sure you change the format to currency).

- b. Name it ***On Hand Report***.
3. Use the Report Wizard to make a Group and Total report of the ***On Hand Report*** query.
 - a. Use all of the fields and make sure they are grouped or viewed by ***Supplier***.
 - b. Sort by the item ***Description***.
 - c. In the Summary Options, total the ***On Hand***, and ***Value On Hand*** fields.
 - d. Use the Stepped and Landscape layouts.
 - e. Use the Access 2003 style.
 - f. At the top, it should be titled and named ***On Hand Report***.
 - g. Remove Summary count in the Supplier Code footer.
 - h. Align the total and grand total boxes and make sure they are all wide enough to eliminate pound signs.
 - i. Put in a line at the bottom of the Supplier Code footer (of any color that is easily visible).
 - j. Widen the ***Name*** field to make sure the suppliers' names are seen.
4. Open the Item Update form in the Design View.
 - a. Add a calculated field below the ***On Hand Value*** field, that multiplies ***On Hand*** field times the ***Selling Price*** field. Make it a currency format. Label the field ***Retail on Hand*** and make sure it lines up with the other labels in the form.
 - b. Convert the ***Description*** field to a value list combo box that will list all of the different descriptions and enter them all. They are listed below:

Description
Bat House
Bird Bath
Bee Box
Bluebird House
Barn Owl House
Bunny Sprinkler
Butterfly Box
Froggie Sprinkler
Globe Feeder
Hummingbird Feeder
Leaf Mister
Purple Martin House
Window Feeder

(Assignment 5 worth 10 Points) Chapter 5

1. Add the following fields into the Supplier table.
 - a. Picture (OLE Object)
 - b. Website (Hyperlink)
 - c. Comments (Memo)
 - d. Date First Contracted (Date/Time field)
2. In Telephone field (Put in an input mask).
3. Create a Main and Subform of the Supplier (Parent) and Item (Child) tables.
 - a. Use all of the fields of both tables in the main and subform and name the main form ***Supplier Master Update*** and the subform ***Item Subform***.
 - b. Make sure the subform is the tabular style.

- c. Make the entire style *Access 2003*.
- d. Put in a total on hand calculated field in the header of the Item subform and label it **Total On Hand**. Place the field above the **On Hand** field.
- e. Make the field labels in the main form raised, blue, and bold.
- f. Add a search box (a combo box that will find a record on your form based on the value that you select in the combo box) in the middle of the header of the main form that will find all suppliers alphabetically by name and then by address (hide the key field). Give it the label that reads **Search for Supplier by Name**. Make sure it's also raised, bold and blue font.
- g. Make sure that all fields are properly arranged (no labels cut off etc.)
- h. Make sure the tab order is correct.
- i. Add a picture of your choice to each of the suppliers picture fields USING THE FORM VIEW from the path U:\StudentDataFiles\Office 2003\Access\Project 5 (e.g. pict1.bmp etc.)

(Assignment 6 worth 10 Points) Chapter 6
In the Birds2u database

1. Create a Main Switchboard (and make sure you take control of it as we did in the lecture).
2. Make sure it has 5 buttons, all labeled in a way that indicates what they open. Each of those buttons must have a macro that will
 - a. open and maximize the **Supplier** table in the datasheet view and go to a new record
 - b. open and maximize the **Item** table in the datasheet view and go to a new record
 - c. open and maximize the **Item Update** form in the form view and go to a new record
 - i. Put a Main Menu button at the top of the form that will close it and would thus show the Switchboard again.
 - d. open and maximize the **Supplier Master Update** form in the form view and go to a new record
 - i. Put a Main Menu button at the top of the form that will close it and would thus show the Switchboard again.
 - e. open and maximize the **On Hand Report**.
3. The Switchboard must open when the database is opened and you must hide:
 - a. The navigation pane
 - b. The full menus
 - c. The full toolbars
 - d. Default short-cut menus.

PowerPoint

(Assignment 7 worth 10 Points)

- a) Create a new presentation by using the Microsoft Icon and clicking **New**. In that menu, look under Microsoft **Office On Line, Presentations, Business, Presentation for Strategy Recommendations** (Column 3, Row 2) and use that preset presentation for your assignment.
- b) In slide 2, make the Vision Statement (in the bulleted list area) to read **We Want To Use PowerPoint Better**.
- c) After title slide, insert a new slide (which would be the NEW slide 2) and on that slide insert an organization chart (using Smart Art) with one top executive four subordinates and then three subordinates to one of them. Those last subordinates must be the right hanging layout. Add any data you want.

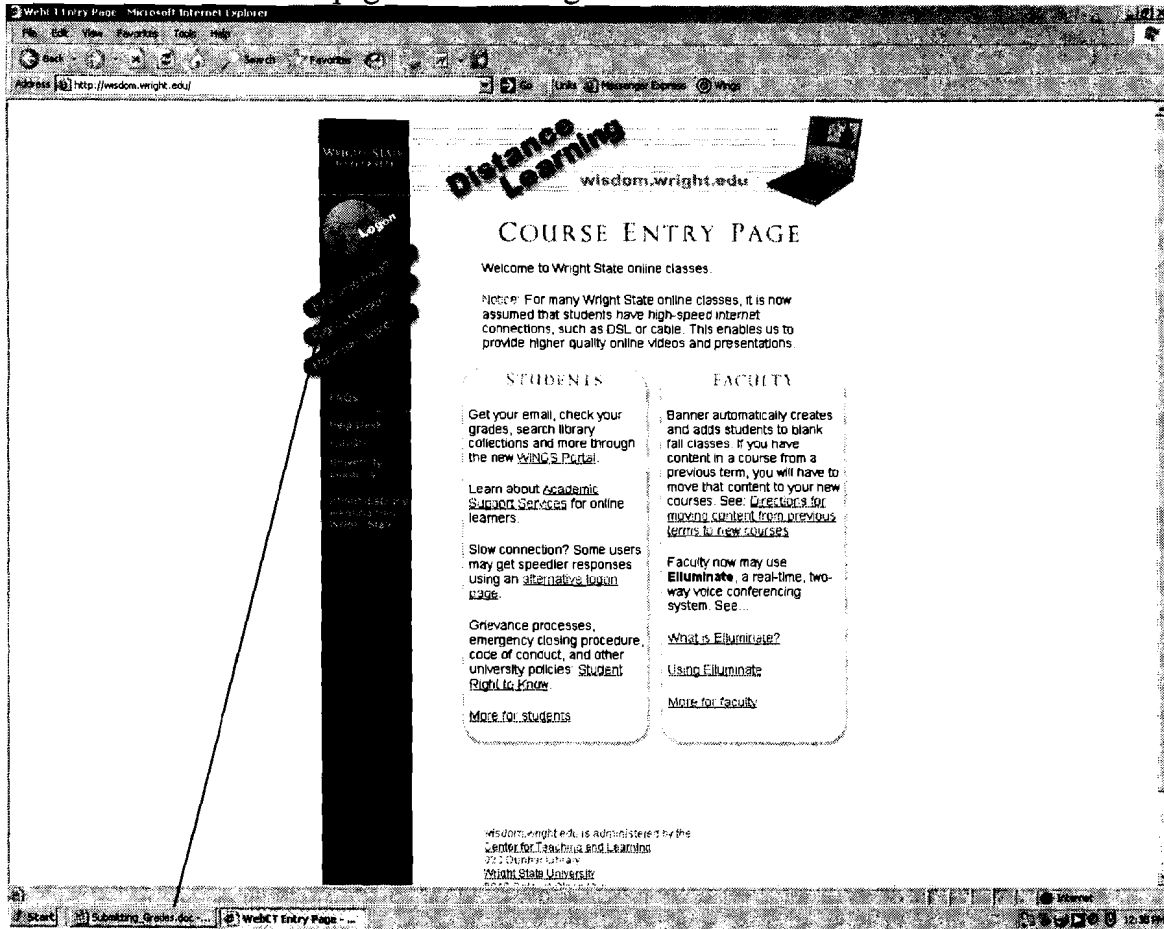
- d) Add another slide (which would be slide 3) (using the title Sales Stats), which will be slide three that will have the spreadsheet embedded found in the path U:\StudentDataFiles\Office 2003\Excel\Project 1\Apply 1-1 Watson's Computer Discount Annual Sales.xls
- e) In the same slide add an action button that will open that spreadsheet and label it *Sales*.
- f) Insert another slide (which would be slide 4) and add a chart and make the chart a bar chart with only two rows and two columns and you may add any data you want.
- g) In the Master of all slides (Not the title slide) insert a clipart of your choice in the lower right of each slide.
- h) In slide five, change the background to one that is the texture of your choice. Also, in this slide, insert a Word Art using any styles of letters and backgrounds you wish, with your name and section in it.
- i) In slide six, change the background to one of the gradients of your choice.
- j) For all of the slides, the transitions should be the random transitions (at the bottom of the transition choices).
- k) Make sure the slides automatically change after 5 seconds.
- l) Add a clipart to the title slide that will have custom animation of your choice applied.
- m) Save the presentation as Homework I.
- n) Start a new blank presentation and make sure that it uses the outline found in U:\StudentDataFiles\Office 2003\PowerPoint\Project 3\Apply 3-1 Security Risks.rtf.
- o) Make sure that the footer has you name, slide numbers, and date last modified.
- p) Use an animation scheme of your choice for the entire presentation.
- q) Make it the Equity Theme.
- r) Ask the instructor to grade your assignment on screen and then send it to WebCT.
- s) Save the presentation as Homework II.

(Assignment 8 worth 10 Points)

1. In the Lab 3 (p PPT293) – follows chapter 4

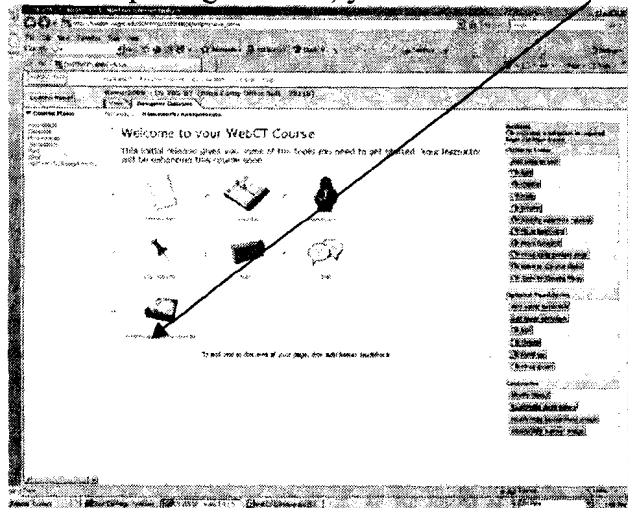
Submitting assignments to webCT

1. Go to the internet web page Wisdom.wright.edu

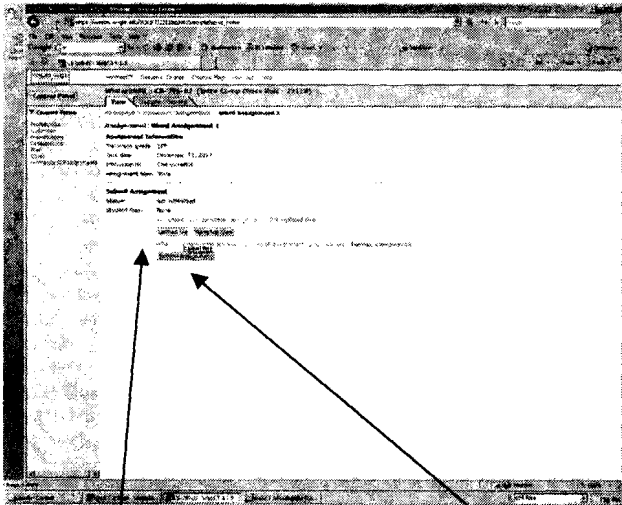
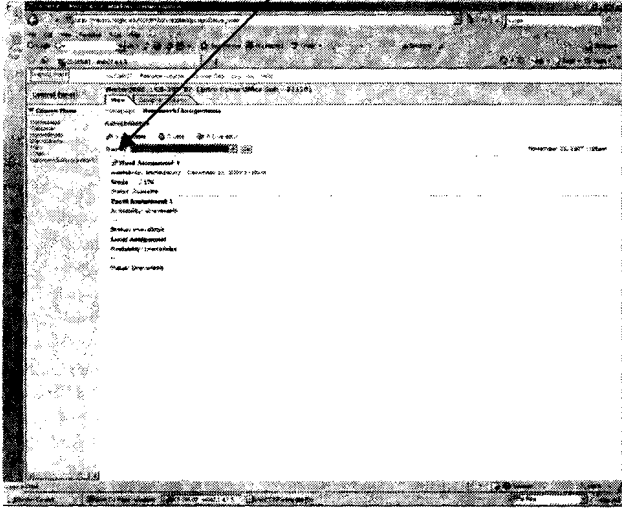


2. Then click login

3. After opening WebCT, you must click Homework Assignments



4. I then click the hyperlink to the assignment.



5. Click upload files and then click submit files.