Course Syllabus

Code - Course Title	**BİL186 - Spreadsheets**
Course Type	II. SEMESTER
Laboratory + Practice	1+1
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. MELİHA NUR ÖZEN BORA

Mode of Delivery	In the computer lab, Face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	-
Recommended Resources	Herkes İçin Excel, Cenk İltir, 2019, Abaküs YayınlarıMicrosoft Excel 2016, Osman Gürkan, Nirvana yayınlarıTemel Bilgi Teknolojileri I, Bölüm Adı: Hesap Tabloları, Yazar: AYDIN SİNAN Yayın Yeri: Anadolu Üniversitesi Editör: ISBN:Bölüm Sayfaları: 70 - 89
Work Placement	-

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Excel workspace, interface introduction; Title bar - Tabs - Address bar - Formula Bar - Scroll bars - Gridlines - Status Bar	
Week - 2		Workbook operations; Create New Workbook, save, close, open saved workbook, add sheet, name sheet, delete sheet	
Week - 3		Data operations in Excel; Changing data, different selection techniques, Data and Cell Deletion, Row and Column Operations; Add Row and Column, Delete Row and Column, Hide Row and Column, Move and Copy, Paste Special, AutoFill, AutoFill, Month, Day and Date Fill, Custom Lists, Annotate, Find/Replace/Go to	
Week - 4		Formatting operations in Excel; Format Cells, Quick Format, Format Painter, Font Format, Align, Format Numbers, Border Format, Cell Styles, Table AutoFormat, Conditional Formatting, Conditional Format Using First/Last Rules, Conditional Formatting Using Data Bars, Conditional Formatting Using Color Scales , Conditional Formatting Using Symbol Sets, Clearing Conditional Format, Defining New Rule, Managing Rules	
Week - 5		Page settings and printing; Print Preview. themes, Header and Footer, Page Orientation, Adjusting Margins, Specifying Print Area, Printing Headers, Fitting Data to Page, Window Settings, Splitting and Freezing Windows, Docking and Hiding Windows, Print Settings	
Week - 6		Formulas in Excel; Formula Input, Calculation Operators, Copying Formulas, Cell and Range Naming, Absolute Reference, Error Checking in Formulas.	
Week - 7		Midterm	

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 8		Functions in Excel; Mathematical Functions: Add, Product, Sum, Max, Min. Statistical functions, Text functions, Date functions, If, Search and Reference functions, Information functions.	
Week - 9		Graphic operations; Creating charts, Chart types, Chart options, Chart formatting	
Week - 10		Data analysis in Excel; Sort, Sort by Multiple Fields, Filter, Subtotal, Validate data, Pivot table, Group the Pivot table, Create a pivot table by more than 3 fields, create a pivot chart, Group data, Convert text to columns, Import external data, Scenarios, Target search.	
Week - 11		Data/Situation Analysis and Data/Target Search studies	
Week - 12		Pivot analysis explanation and sample applications in Excel.	
Week - 13		Customize window and menu layout in Excel; Customizing Quick Access Toolbar, Sending Files by E-Mail, Receiving addresses created in Excel for mail merge in Word.	
Week - 14		Final exams	

Learning Outcomes

#	Learning Outcome
1	Creates workbook and works with data
2	Can use formulas to analyze data.
3	Can work with worksheets and windows.
4	Can draw graphs in Excel
5	Analyzes data in Excel.
6	Uses the Add Function option.
7	Creates a pivot table

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.