

Visual Studies I: Arch 1191

Assignment Number: 7

Computer Program(s): Microsoft Excel and Word

Student Learning Objectives:

Upon successful completion of this assignment, the student will:

1. Understand how to set up an Excel Spreadsheet, how to manipulate rows and columns, how to write standard formulas, and how to convert to graphs.
2. Understand how to import information from Excel to Word and format correctly.

Assessment:

To evaluate the student's achievement of the learning objectives, the professor will do the following:

1. Evaluate the correctness of the student's spreadsheet from the proper resolution of formulas topographic clarity.
2. Evaluate the graphic clarity of the final output in Word focusing on format, typography, clarity.

Project Description:

For many students, college is the first time that he/she will function with a greater degree of independence. Success in college is often the result of having spent one's time, money, and resources well in order to meet the expectations of professors. Create charts and corresponding graphs to show how your resources will be spent over the 15 week semester. For example, for time, there are 24 hours in a day, and seven days a week. How many hours each day are you in class, in transit, sleeping, eating, socializing, and of course, doing homework? Keep in mind that the standard expectation of your professor's is that you are spending at least twice as many hours doing homework a week as the number of hours that you meet in class. If you add everything up is it 24 hours or more? What variables are fixed and which can change?

Process:

1. Open a new file in Excel and use standard naming practice: last name.arch1191.assignment1.xls.
2. Create a chart that shows how you will spend one of your resources. Establish the grid by adjusting the widths of columns and heights rows to accommodate text or numbers appropriately.
3. Format your grid:
 - a. Choose Font
 - b. Create boundaries between the cells to make the graph graphically clear.
 - c. Adjust placement of text within each cell.
 - d. Establish number of decimal places each number should have.
 - e. Use color fill if desired or color lines if desired.
4. Write formulas so that calculations are made appropriate. Input formulas in text bar or use sum button.
5. Convert graph to a chart.

6. Import spreadsheet into Word. Experiment with different methods:
 - a. As an Excel File
 - b. As a pdf
7. Format Word document: font, font size, margins, tabs, line spacing.
8. Bonus: Experiment with setting up a similar table in Word. Which is easier Excel or Word for formatting
3. graphs? Differences and similarities?

Homework:

Part I: Excel

1. In the same Excel document started during class:
 - a. Generate a second worksheet titled “Grade ARCH 1110”
 - b. In the new worksheet create a similar table as the one completed in class, this one tracking your assignment grades for Arch 1110 Grade.
 - c. Upload the excel file to Blackboard under the “Discussion” tab before the beginning of next class.

You will be graded based on the following:

ARCH 1191 Assignment 1 EXCEL

		Points Possible	Points Earned
2 Worksheets	Grade Tracker Arch 1191	10	
	Grade Tracker Arch 1110	10	
Calculations		20	
Borders and Fill		10	
Charts and tables		10	
Organization		10	
File Naming		10	
Total		80	

Part II: general class

1. Create a PDF 8.5"x11" landscape format and upload to dropbox folder no later than Thursday Oct. 29