

IDS 200: Lab Instruction Schedule – Fall 2008

Department of Information & Decision Sciences, University of Illinois at Chicago

Instructors

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Required Textbook

The Exploring Office 2003 Series, Microsoft Office 2003 (Volume I), by Robert T. Grauer and Maryann Barber, ISBN 0-13-221070-3

Grading

The lab component counts for a total of 30% of your overall class grade.

2 Lab Tests [15% each]

Notes for Students

- Attendance to all lab sessions is **required** to complete the course requirements. If you should miss a class, please contact your instructor in advance and retrieve missed notes from your fellow classmates. Students should attend the lab session they are registered for.
- Please bring the required textbook to class. The instructor will NOT lend out their book.
- Internet browsing, sending or receiving e-mails, and instant messaging are NOT allowed during the class times. Please conduct these activities either before or after the class. Other forms of disruptive behavior such as listening to music, conversing with classmates, etc are also not permitted.
- Please use the following header in the SUBJECT line of your e-mails, “IDS 200, <<Reason for the E-mail>>”, for e.g. IDS 200 , <<Grade Inquiry>>. Please scan all attachments for viruses before sending e-mails.
- Students will be required to work on the problems assigned by the instructors *DURING* the class time. These problems will help in preparation for the lab quizzes.
- Lab instructors will make every effort to help students gain mastery in the material. Students who need extra help with the material covered in class can contact the instructor.

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Notes – Attendance will be taken and will count towards computation of final grade. Please attend the lab sessions for which you have registered. ALL LAB EXAMS WILL BE CLOSED BOOKS, AND CLOSED NOTES.

Week 1: 8/25 - 29

Course Administration and Syllabus

Blackboard

Communication

Week 2: [MS Word] 9/1 - 5 (No lab on 9/1 – Labor Day Holiday)

Introduction to Word

Bullets and Lists

Tables

Working in Long documents - Page Numbers, Headers and Footers only

Week 3: [MS Word] 9/8 - 12

Spell Check, Thesaurus, Grammar Check

Microsoft Word and the Internet

Week 4: [MS Word] 9/15 - 19

Typography, Page Setup, Paragraph Formatting

Week 5: [MS Excel] 9/22 - 26

Introduction to Spreadsheets

Rows and columns

Formulas and constants

Week 6: [MS Excel] 9/29 – 10/3

Absolute and Relative Cell Addressing

Copy and Move commands

Formatting and Format Cells command, Column Widths and Row Heights

Week 7: [MS Excel] 10/6 - 10

Absolute and Relative Addressing (Contd.)

Functions

Week 8: 10/13 – 10/17

Lab Review

Week 9: [MS Excel] 10/20 - 24

Lab Exam

Week 10: [MS Excel] 10/27 - 31

Web Queries

Charts

Week 11: [MS Excel] 11/3 – 7

Charts (Contd.)

Week 12: [MS Excel] 11/10 - 14

PMT, FV functions, Goal Seek Command

Week 13: [MS Excel] 11/17 - 21

Statistical Functions

Arithmetic Expressions

IF, VLOOKUP function

Week 14: [MS Excel] 11/24 – 28 (No lab: 11/27 & 11/28)

Lab Review

Week 15: 12/1 - 5

Lab Exam