

IS 44: Microsoft Office Tools for Business Analysis

September 15, 2025

Getting started with Excel
SAM training module#1
Project#1



Welcome to IS 44

Microsoft Office Tools for Business Analysis!

Completed Cengage Registration!

The screenshot shows a web browser at the URL student.cengage.com/dashboard/home. The user is logged in as 'Md Alimoor'. The dashboard features a sidebar with navigation options: HOME, PROFILE, COURSES (currently showing 'No Courses'), and Help. A 'SIGN OUT' button is located at the bottom of the sidebar. The main content area displays the Cengage logo and a link to 'Enter Access Code or Course Key'. A course card for 'QDU IS 44 (Office 365) - Reza - Fall 2025' is shown, featuring a book cover for 'New Perspectives Microsoft 365 & Office Collection, First Edition'. The card indicates 'Temporary Access - 11 days left' and provides buttons for 'OPEN MINDTAP' and 'VIEW EBOOK'. Below the course card, the instructor is listed as 'Alimoor Reza' and the course access is set to end on 'March 2, 2026'. A green success message at the bottom of the card reads: 'You've been successfully enrolled in this course. It will now appear on your dashboard.'

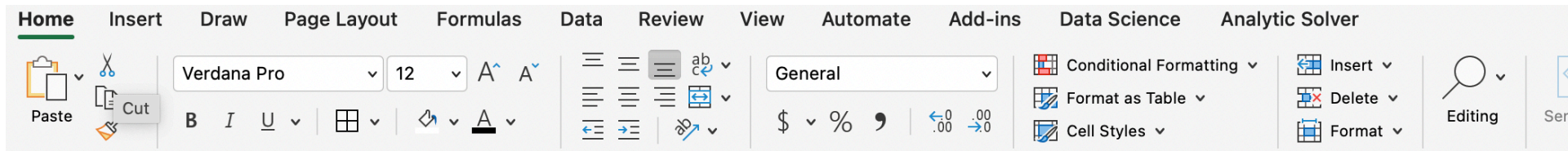
Two students with missing names!

Road Map

- Getting started with Excel
- SAM training module#1 (during class time)
- Project#1 (overview)

Cut & Paste

- Select the “cut” button from Home ribbon. You could also use the shortcut key CTRL + X



A6

	A	B	C	D	E
1	Reza IT Solution				
2	Midwest Region				
3	Week of March 19, 2029				
4					
5	Employee	ID	Salary	Bonus	Email
6	Georgios Georgakis	1	\$100,000	\$25,000	georgios.georgakis@drake.edu
7	Yimeng Li	2	\$120,000	\$20,000	yimeng.li@drake.edu
8	Vibhas Vats	3	\$96,000	\$30,000	vibhas.vats@drake.edu
9	Sujon Naha	4	\$105,000	\$15,000	sujon.naha@drake.edu
10	Tony Ha	5	\$98,000	\$35,000	tony.ha@drake.edu
11		Total			
12					
13	Number of Employees				
14	Average Income				
15	Average Bonus				

Cut & Paste

- The highlighted cell will have a blinking green rectangle

The screenshot shows the Microsoft Excel interface. The Home ribbon is active, displaying various formatting options like font face (Verdana Pro), size (12), bold, italic, underline, and text color. The active cell is A6, containing the text 'Georgios Georgakis'. The spreadsheet data is as follows:

	A	B	C	D	E
1	Reza IT Solution				
2	Midwest Region				
3	Week of March 19, 2029				
4					
5	Employee	ID	Salary	Bonus	Email
6	Georgios Georgakis	1	\$100,000	\$25,000	georgios.georgakis@drake.edu
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8	Vibhas Vats	3	\$96,000	\$30,000	vibhas.vats@drake.edu
9	Sujon Naha	4	\$105,000	\$15,000	sujon.naha@drake.edu
10	Tony Ha	5	\$98,000	\$35,000	tony.ha@drake.edu
11	Total				
12					
13	Number of Employees				
14	Average Income				
15	Average Bonus				

Cut & Paste

- Select the “paste” button from Home ribbon. You could also use the shortcut key CTRL + V

The screenshot shows the Microsoft Excel interface. The Home ribbon is active, displaying various options like Paste, Font settings (Verdana Pro, size 11), Bold, Italic, Underline, and Paragraph options. The spreadsheet below contains the following data:

Employee	ID	Salary	Bonus	Email
Georgios Georgakis	1	\$100,000	\$25,000	georgios.georgakis@drake.edu
Yimeng Li	2	\$120,000	\$20,000	yimeng.li@drake.edu
Vibhas Vats	3	\$96,000	\$30,000	vibhas.vats@drake.edu
Sujon Naha	4	\$105,000	\$15,000	sujon.naha@drake.edu
Tony Ha	5	\$98,000	\$35,000	tony.ha@drake.edu
Total				
Number of Employees				
Average Income				
Average Bonus				

AutoFit

- You can use AutoFit feature to automatically adjust a column width or row height to accommodate its widest or tallest entry

	A	B	C	D	E
1	Reza IT Solution				
2	Midwest Region				
3	Week of March 19, 2029				
4					
5	Employee	ID	Salary	Bonus	Email
6		1	\$100,000	\$25,000	georgios.georgakis@drake.edu
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8	Vibhas Vats	3	\$96,000	\$30,000	vibhas.vats@drake.edu
9	Sujon Naha	4	\$105,000	\$15,000	sujon.naha@drake.edu
10	Tony Ha	5	\$98,000	\$35,000	tony.ha@drake.edu
11	Total				
12					
13	Number of Employees				
14	Average Income				
15	Average Bonus			Georgios Georgakis	

AutoFit

- To AutoFit a column to the width of its content, double-click the right border of the column heading
- For example, in this example below, I double-clicked the right border of Column 'A' to AutoFit its content to adjust its width to accommodate its widest text (“Number of Employees”)

A13 x ✓ fx Number of Employees					
	A	B	C	D	E
1	Reza IT Solution				
2	Midwest Region				
3	Week of March 19, 2029				
4					
5	Employee	ID	Salary	Bonus	Email
6		1	\$100,000	\$25,000	georgios.georgakis@drake.edu
7	Yimeng Li	2	\$120,000	\$20,000	yimeng.li@drake.edu
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10	Tony Ha	5	\$98,000	\$35,000	tony.ha@drake.edu
11	Total				
12					
13	Number of Employees				
14	Average Income				
15	Average Bonus			Georgios Georgakis	
16					

AutoFit (Format)

- You can also apply AutoFit from the Format group in the Home ribbon

AutoFit Column Width

AutoFit Row Height

Font Adjustment

- Select multiple cells by holding CNTRL button. For example, I selected cells with headings “Employee”, “Salary”, “Bonus”, and “Total”

	A	B	C	D	E
1	Reza IT Solution				
2	Midwest Region				
3	Week of March 19, 2029				
4					
5	Employee	ID	Salary	Bonus	Email
6		1	\$100,000	\$25,000	georgios.georgakis@drake.edu
7	Yimeng Li	2	\$120,000	\$20,000	yimeng.li@drake.edu
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10	Tony Ha	5	\$98,000	\$35,000	tony.ha@drake.edu
11		Total			
12					
13	Number of Employees				
14	Average Income				
15	Average Bonus				Georgios Georgakis

Font Adjustment

- From the Home ribbon, select the font size dropdown list as shown below

The screenshot shows the Microsoft Excel interface with the Home ribbon selected. The font size dropdown menu is open, showing a list of font sizes from 8 to 72. The current font size is 12. The spreadsheet content is as follows:

Employee	ID	Salary	Bonus	Email
Reza IT Solution	1	\$100,000	\$25,000	georgios.georgakis@drake.edu
Midwest Region	2	\$120,000	\$20,000	yimeng.li@drake.edu
Week of March 19, 2029	3	\$96,000	\$30,000	vibhas.vats@drake.edu
Yimeng Li	4	\$105,000	\$15,000	sujon.naha@drake.edu
Vibhas Vats	5	\$98,000	\$35,000	tony.ha@drake.edu
Sujon Naha	Total			
Tony Ha				
Number of Employees				
Average Income				
Average Bonus	Georgios Georgakis			

Font Adjustment

- Select font size of 18 and the apply

The screenshot displays the Microsoft Excel interface with the 'Home' tab selected. The font settings are set to 'Verdana Pro' and size '18'. The spreadsheet contains the following data:

Employee	ID	Salary	Bonus	Email
Reza IT Solution				
Midwest Region				
Week of March 19, 2029				
1				
2				
3				
4				
5				
6	1	\$100,000	\$25,000	georgios.georgakis@drake.edu
7	2	\$120,000	\$20,000	yimeng.li@drake.edu
8	3	\$96,000	\$30,000	vibhas.vats@drake.edu
9	4	\$105,000	\$15,000	sujon.naha@drake.edu
10	5	\$98,000	\$35,000	tony.ha@drake.edu
11	Total			
12				
13	Number of Employees			
14	Average Income			
15	Average Bonus		Georgios Georgakis	
16				

Functions (sum, average, count, etc)

- You can use various functions such as SUM(), AVERAGE, COUNT, and COUNTA()
- SUM() function to add the numbers in a range of cells
- AVERAGE() function to find the average of a range of cells
- COUNT() function to count a number of entries in a range of cells. Many financial workbooks need to report the number of entries, such as the number of products in an order or the number of items in an expense or revenue category

Page Layout

- Page orientation specifies in which direction content is printed on the page
 - **Portrait orientation:** the page is taller than it is wide
 - **Landscape orientation:** the page is wider than it is tall

Wrap Text

- You can use AutoFit feature to automatically adjust a column width or row height to accommodate its widest or tallest entry

Adding Cell Border

- You can make spreadsheet content easier to read by adding borders around the worksheet cells.
- Borders can be added to the left, top, right, or bottom edge of any cell or range.
- You can set the color, thickness of and the number of lines in each border.

Flash Fill

- Enter the email address using first and last names for the first row

A	B	C	D	E
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Week of March 19, 2029				
Employee	ID	Salary	Bonus	Email
Georgios Georgakis	1	\$100,000	\$25,000	georgios.georgakis@drake.edu
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Total				

Flash Fill

- Drag the cell down to populate the same email in the remaining rows in Column E

A	B	C	D	E
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Week of March 19, 2029				
Employee	ID	Salary	Bonus	Email
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Vibhas Vats	3	\$96,000	\$30,000	georgios.georgakis@drake.edu
Sujon Naha	4	\$105,000	\$15,000	georgios.georgakis@drake.edu
Tony Ha	5	\$98,000	\$35,000	georgios.georgakis@drake.edu

Flash Fill

- Now apply the “Flash Fill” to finish the task

A	B	C	D	E
Reza IT Solution				
Midwest Region				
Week of March 19, 2029				
Employee	ID	Salary	Bonus	Email
Georgios Georgakis	1	\$100,000	\$25,000	georgios.georgakis@drake.edu
Yimeng Li	2	\$120,000	\$20,000	yimeng.li@drake.edu
Vibhas Vats	3	\$96,000	\$30,000	vibhas.vats@drake.edu
Sujon Naha	4	\$105,000	\$15,000	sujon.naha@drake.edu
Tony Ha	5	\$98,000	\$35,000	tony.ha@drake.edu
Total				

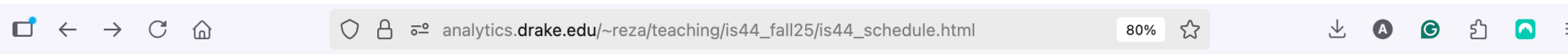
Road Map

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Course Schedule



IS 44: Microsoft Office Tools for Business Analysis (Fall 25)

Instructor: **Dr. Md Alimoor Reza**
Assistant Professor of Computer Science
Department of Mathematics and Computer Science
Drake University

Class room: Qingdao University # Boyi#508
Meeting time: Monday (10:10 am - 12:00pm)
Office hours: Tues (08:00pm-9:50am) and and Thurs (2:00 pm - 3:50 pm) or by appointment

Schedule

A tentative schedule below (subject to change as we progress).

Date	Topic	Reading	Items due
week 1 (Mon: Sep 08)	Course Introduction, Required Materials, and File Management Lecture 1 slide		No Project
week 2 (Mon: Sep 15)	Excel Module 1 - Getting Started with Excel Lecture 2 slide Mindtap training & Project#1 (released)	Reading: Module 1	
week 3 (Mon: Sep 22)	Excel Module 2 - Formatting Workbooks, Text, & Data Lecture 3 slide Mindtap training & Project#2 (released)	Reading: Module # 2	Mindtap training & Project#1 (due on 09/21)
week 4 (Mon: Sep 29)	Excel Module 3 - Calculations with Formulas & Functions Lecture 4 slide Mindtap training & Project#3 (released)	Reading: Module # 3	Mindtap training & Project#2 (due on 09/28)
week 5 (Mon: Oct 06)	Mid-Autumn Festival/National Holiday break: October 1–8, 2025		