

BRIEF EDITION

INTERACTIVE COMPUTING

SERIES

MICROSOFT® EXCEL 2002



KENNETH C. LAUDON • KENNETH ROSENBLATT
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Interactive Computing Series

Microsoft® Excel 2002 Brief Edition



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Azimuth Interactive, Inc.

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Interactive Computing Series

GOALS/PHILOSOPHY

The *Interactive Computing Series* provides you with an illustrated interactive environment for learning software skills using Microsoft Office. The text uses both “hands-on” instruction, supplementary text, and independent exercises to enrich the learning experience.

APPROACH

The *Interactive Computing Series* is the visual interactive way to develop and apply software skills. This skills-based approach coupled with its highly visual, two-page spread design allows the student to focus on a single skill without having to turn the page. A Lesson Goal at the beginning of each lesson prepares the student to apply the skills with a real-world focus. The Quiz and Interactivity sections at the end of each lesson measure the student’s understanding of the concepts and skills learned in the two-page spreads and reinforce the skills with additional exercises.

ABOUT THE BOOK

The *Interactive Computing Series* offers *two levels* of instruction. Each level builds upon the previous level.

Brief lab manual—covers the basics of the application, contains two to four chapters.

Introductory lab manual—includes the material in the Brief textbook plus two to four additional chapters. The Introductory lab manuals prepare students for the *Microsoft Office User Specialist Proficiency Exam (MOUS Certification)*.

Each lesson is divided into a number of Skills. Each **Skill** is first explained at the top of the page in the Concept. Each **Concept** is a concise description of why the Skill is useful and where it is commonly used. Each **Step (Do It!)** contains the instructions on how to complete the Skill. The appearance of the **MOUS Skill** icon on a Skill page indicates that the Skill contains instruction in at least one of the required MOUS objectives for the relevant exam. Though the icons appear in the Brief manuals as well as the Introductory manuals, only the Introductory manuals may be used in preparation for MOUS Certification.

Figure 1

Skill: Each lesson is divided into a number of specific skills

Concept: A concise description of why the skill is useful and when it is commonly used

Do It!: Step-by-step directions show you how to use the skill in a real-world scenario

Hot Tips: Icons introduce helpful hints or troubleshooting tips

More: Provides in-depth information about the skill and related features

WD 3.32

THREE

skill





Finding and Replacing Text

concept

The Find command enables you to search a document for individual occurrences of any word, phrase, or other unit of text. The Replace command enables you to replace one or all occurrences of a word that you have found. Together, the Find and Replace commands form powerful editing tools for making many document-wide changes in just seconds.

do it!

Use Find and Replace to spell a word consistently throughout a document.

1. Open student file, wdoit12.doc, and save it as Report12.doc.
2. If necessary, place the insertion point at the beginning of the document. Word will search the document from the insertion point forward.
3. Click Edit, and then click Replace. The Find and Replace dialog box appears with the Replace tab in front and the insertion point in the Find What text box.
4. In the Find What box, type the two words per cent. Click in the Replace With box, and type the one word percent (see Figure 3-37).
5. Click  to search the document for all instances of per cent and to replace them with percent. A message box appears to display the results. In this case, one replacement was made (see Figure 3-38).  In short documents the Find and Replace procedure takes so little time that you usually cannot cancel it before it ends. However, in longer documents you can cancel a search in progress by pressing [Esc].
6. Click  to close the message box. Click  to close the Find and Replace dialog box.
7. Save and close the document, Report12.doc, with your change.

more

Clicking the Replace All button in the Find and Replace dialog box replaces every instance of the text you have placed in the Find What box. To examine and replace a word or phrase manually instead of automatically, start by clicking the Find Next button. If you desire to replace that instance, click the Replace button. Continue checking the document like this, clicking the Find Next button and then, if desired, the Replace button. Keep clicking the pairs of buttons until you have run through the entire document. Unless you absolutely must do otherwise, use the method for shorter documents only.

The first button under the Replace With box usually displays the word More. Click this button when you want to display the Search Options area of the dialog box. With the area displayed, the More button converts to a Less button. Clicking on the Less button will hide the Search Options area. The Search drop-down list under Search Options determines the direction of the search relative to the insertion point. You can search upward or downward through the document or keep the Word default setting of All to check the whole document, including headers, footers, and footnotes. The Format drop-down list enables you to search criteria for fonts, paragraphs, tabs, and similar items. The Special drop-down list enables you to search for paragraph marks, tab characters, column breaks and related special characters. The No Formatting button removes all formatting criteria from searches. For information on the Search Option activated by the check boxes, consult Table 3-3.

The Find tab of the Find and Replace dialog box matches the Replace tab except it lacks the replace function and only searches documents for items that you specify.

In the book, each skill is described in a two-page graphical spread (Figure 1). The left side of the two-page spread describes the skill, the concept, and the steps needed to perform the skill. The right side of the spread uses screen shots to show you how the screen should look at key stages.

Figure 1 (cont'd)

Enter the word or phrase to search for and replace here

Enter the replacement word here

Use check boxes to activate search options

Click to determine direction of search

Figure 3-37 Find and Replace dialog box

Figure 3-38 Report12.doc, after Find and Replace activity

Find and Replace makes one change in document

Table 3-3 Search Options

Option	Description
Match case	Finds those items in capitals and/or lowercase that exactly match contents of Find What box
Find whole words only	Finds only those items that are whole words, not parts of a larger word
Use wildcards	Searches for wildcards, special characters, or special search operators found in Find What box
Sounds like	Finds words that sound the same as in Find What box but are spelled differently
Find all word forms	Replaces all forms of the text in Find What box with proper forms of the word in the Replace with box; words in both boxes should be the same part of speech

Practice

Open student file wdprac3-13.doc and save it as mywdprac3-13.doc. Following the instructions that appear at the beginning of the file, practice using the Find and Replace dialog box to search for and replace text. When you have completed the practice exercise, resave and close mywdprac3-13.doc.

Screen shots:
Show you what the screen should look like after following the Do It! steps

Summary tables:
Give you a quick overview of shortcuts, toolbar buttons, and options you can use to complete the skill

Practice: Allows you to practice the skill with a built-in exercise or directs you to a student file

END-OF-LESSON FEATURES

In the book, the learning in each lesson is reinforced at the end by a Quiz and a skills review called Interactivity, which provides step-by-step exercises and real-world problems for the students to solve independently.

The following is a list of supplemental material available with the Interactive Computing Series:

Skills Assessment

SimNet eXpert (Simulated Network Assessment Product)—SimNet provides a way for you to test students' software skills in a simulated environment. SimNet is available for Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP. SimNet provides flexibility for you in your course by offering:

- Pre-testing options
- Post-testing options
- Course placement testing
- Diagnostic capabilities to reinforce skills
- Proficiency testing to measure skills
- Web or LAN delivery of tests
- Computer based training materials (New for Office XP)
- MOUS preparation exams
- Learning verification reports
- Spanish Version

Instructor's Resource Kits

The Instructor's Resource Kit provides professors with all of the ancillary material needed to teach a course. McGraw-Hill/Irwin is dedicated to providing instructors with the most effective instruction resources available. Many of these resources are available at our **Information Technology Supersite** www.mhhe.com/it. Our Instructor's Kits are available on CD-ROM and contain the following:

Diploma by Brownstone—is the most flexible, powerful, and easy-to-use computerized testing system available in higher education. The diploma system allows professors to create an Exam as a printed version, as a LAN-based Online version, and as an Internet version. Diploma includes grade book features, which automate the entire testing process.

Instructor's Manual—Includes:

- Solutions to all lessons and end-of-unit material
- Teaching Tips
- Teaching Strategies
- Additional exercises

PowerPoint Slides—NEW to the *Interactive Computing Series*, all of the figures from the application textbooks are available in PowerPoint slides for presentation purposes.

Student Data Files—To use the *Interactive Computing Series*, students must have Student Data Files to complete practice and test sessions. The instructor and students using this text in classes are granted the right to post the student files on any network or stand-alone computer, or to distribute the files on individual diskettes. The student files may be downloaded from our IT Supersite at www.mhhe.com/it.

Series Web Site—Available at www.mhhe.com/cit/apps/laudon.

Digital Solutions

Pageout—is our Course Web site Development Center. Pageout offers a Syllabus page, Web site address, Online Learning Center Content, online exercises and quizzes, gradebook, discussion board, an area for students to build their own Web pages, and all the features of Pageout Lite. For more information please visit the Pageout Web site at www.mhla.net/pageout.

Digital Solutions (continued)

OLC/Series Web Sites—Online Learning Centers (OLCs)/Series Sites are accessible through our Supersite at www.mhhe.com/it. Our Online Learning Centers/Series Sites provide pedagogical features and supplements for our titles online. Students can point and click their way to key terms, learning objectives, chapter overviews, PowerPoint slides, exercises, and Web links.

The McGraw-Hill Learning Architecture (MHLA)—is a complete course delivery system. MHLA gives professors ownership in the way digital content is presented to the class through online quizzing, student collaboration, course administration, and content management. For a walk-through of MHLA visit the MHLA Web site at www.mhla.net.

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