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Introduction to Software Applications
Microsoft Excel 2007 Vol-I 1/e, 2/e or 3/e

Note: When you hand in an Excel spreadsheet that contains equations, make sure you hand in TW0 sheets, the original sheet with your work, plus the other that shows the equations. To create the equation work sheet, use (Ctrl+~). This comment does not apply to graph homework, Chapters 3 or 4..

Chapter 1: Introduction to Excel: What Can I Do with a Spread Sheet?
    Reading assignment: **White pages**, Chapter 1, pages; 311-323, 328-346, 353-356
    In-class: **Yellow pages**; 324- 327, 347-352, 357-359
    Homework *Do Assignment 3, Formatting, below, first*.
1. Practice Exercise, 1 Verifying a Debit Card (chap1_pe1_debitcard), p364
2. Practice Exercise, 4 Astronomy Lab (chap1_pe4_solarsystem) p368
   a. Approach is to follow the "**Notes 1-4**" in your data sheet, bottom left.
   b. Pi =3.14159 to get same answers in text, Figure 1.51.

3. Mid-Level Exercise, 2 Exploring Formatting Options (chap1_mid2_formatting), p371, Accounting and Currency $ interchanged.
4. Mid-Level Exercise, 3 Measurement Conversions (chap1_mid3_conversion) p372
5. Review Multiple Choice, pages 362-364

Chapter 2: Formulas and Functions; Math Basics for Spreadsheet Use
Reading assignment: **White pages**, Chapter 2, pages; 379-383, 387-393, 399-402, 407-409
    In-class: **Yellow pages**; 384-386, 394-398, 403-406, 410-411
    Homework
1. Practice Exercise, 1 West Transylvania Women's Basketball Statistics (chap2_pe1_basketball) p415
2. Practice Exercise, 2 Predicting Retirement Income (**new blank document**) p416
3. Practice Exercise, 3 Election Trends (chap2_pe3_election) p418
4. Practice Exercise, 4 Expanded Payroll (chap2_pe4_exppayroll) p419
   a. In this exercise, there are two references to F4, one a cell reference, the other the F4 key. Don't mix them up.
5. Review Multiple Choice, pages 413-414

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Chapter 3: Graphs and Charts: Delivering a Message
Reading assignment: **White pages**, Chapter 3, pages; 429-442, 450-453, 459-461,
      In-class: **Yellow pages**; 443-449, 454-458, 462-467
      Homework
1. Practice Exercise, 1 Vacation Park Admissions, (chap3_pe1_vacation) p471
   a. Legend in Figure 3.41 not Italic.
2. Practice Exercise, 2 Anytime Talk, Inc. – Chart Formatting (chap3_pe2_talk) p473
3. Mid-Level Exercise, 2 Comparison of Rows and Columns (chap3_mid2_zoo) p478
   a. This exercise requires four charts, two on each page, two side-by-side column charts, and two stacked column charts.
4. Mid-Level Exercise, 4 Study Analysis (chap3_mid4_scatter) p480
5. Review Multiple Choice, pages 469-470

Chapter 4: Working with Large Spreadsheets and Tables: Manipulating Worksheets and Tables Management
Reading assignment: **White pages**, Chapter 1; pages 485-496, 504-518
      In-class: **Yellow pages**; 497-503, 519-526
      Homework
1. Practice Exercise, 1 West Transylvania Education Foundation Silent Auction (chap4_pe1_auction) p530
2. Practice Exercise, 3 XYZ Corporation Employee List (chap4_pe3_xyz p 532
3. Mid-Level Exercise, 4 Population Analysis (chap4_mid4_population) p539
4. Review Multiple Choice, pages 528-529

NOTE: Help with Excel available in Library
Exam in Excel 4 weeks for T,R week of 24 Oct, for M on week of 31 Oct