**Tips for Exam 2**

1. Give yourself plenty of time; this assignment cannot be done at the last minute;
2. Study the data well; if the data is in Excel Table format, it may not be sorted;
3. There are two distinct parts of the exam. The results form Part 1 are used in Part 2.
4. Without a comprehensive plan you are dead in the water. Understand the entire data flow prior to starting any analytical work;
5. Articulate fully what Excel needs to do, then investigate ways to make those processes happen. There may be things you have not done before in the exact way it needs to happen for this case. Be creative and intuitive, this is not a “plug and chug” exam;
6. Give yourself plenty of time; this assignment cannot be done at the last minute.