

General Instructions

- **You must bring your laptop with Microsoft Office Excel 2010 installed and running properly in Windows, or a 25 point penalty will be assessed.**
- **It is suggested to bring a power cord and a mouse. Failure of a laptop battery will result in a penalty of 25 points and that you leave your laptop with us while you retrieve your power cord.**
- **Any known computer issues must be documented by CCIT and brought to the attention of your instructor at least one day prior. Only last –minute computer emergencies will be dealt at the discretion of the instructor.**

This exam contains three types of questions, covering the following topics: (a) creating a workbook that utilizes the following Excel commands and /or functions: Excel mathematical operators and built-in functions, appropriate cell referencing, lookup functions, conditional statements, conditional formatting, data validation, sorting and filtering; (b) creating and then graphing theoretical data; (c) creating a graph of experimental data and choosing an appropriate trendline model.

You are allowed to have a note card on this exam. The card can be no larger than 3-1/2 inches x 5 inches (standard index card) and must be handwritten. It must include, in large enough text to be easily read, your name and course section number. If necessary to answer the exam questions, you will be given the same conversion and equation tables provided for all exams in ENGR 1050.

The file called 1060Midterm_Fall12 will be posted to Blackboard, and **must be individually downloaded by Tuesday November 3 at 10:00 pm**, or a penalty of 10 points will be assessed. You must download the file from your own Blackboard account – getting a file from someone else is not acceptable. We will track who has downloaded the file, and assess penalties accordingly. At the time of the exam, you will **rename the file according to the instructions given on the question page**. Failure to name the file correctly will result in a penalty of 10 points.

All work must be completed in the worksheet on the appropriate tab. All sheets are currently “locked”, and will be “unlocked” at the time of the exam. On the top of this section-specific worksheet, you will be required to enter your name and username. Failure to do so will result in a 10 point penalty. You may not copy any data into another workbook or another worksheet. You will not need to write a problem statement on the worksheet.

All data shown must be given in a “reasonable” number of digits. All graphs must follow the "proper plot" rules, and be located on their own worksheet.

You will **have 40 minutes to complete all questions**. After time is called, we will collect the exams using Blackboard.

- **During the exam and collection period, there will be NO TALKING, or you will be dismissed with a zero.**
- **Any use of network capabilities including email, web browsing, or messaging during the quiz period is prohibited; any use will result in dismissal with a zero.**
- **Be sure ALL Internet connected applications are shut down before the exam begins.**
- **You are not allowed to have any other applications or files open other than the exam; any use will result in dismissal with a zero.**

After the exam is completed and the file collected, any procedure (such as opening the file) which alters the date / time stamp of the file will void any allowances for mis-saved files – in other words, **after the exam is over DO NOT OPEN the file again!**

Sample questions and sample answers are provided for you on Blackboard to use for practice. On exam day, you will be provided with a specific question set on an exam handout similar to the sample questions. Please note the questions are for practice only, and may not represent all possible topics that will be covered on the exam. The exam length will not contain as many questions as given in the sample, but will be composed of a subset of the questions shown. More questions are shown as additional examples, not to represent the length of the exam.