

Assignment 3: MS Excel Assessment

(Worth 50%)

1. Instructions

- a. You will be given .xls spreadsheet. This will be a starter spreadsheet with data in separate sheets.
- b. You will be given a (paper) instructions document. This will specify exactly what you need to do for each sheet in the spreadsheet.
- c. The marks allocated for each section will be clearly specified on the instruction document.

2. What will the questions be based on?

The questions will be based on the practice spreadsheets that you worked on as part of the course (and that are available on tutors). The main areas are:

- Formatting
- Formulas, functions, conditional formatting
- Absolute cell referencing
- Charts and graphs - data
- Charts and graphs - formatting