Assignment 2: Introduction to MS Excel 2010

Summary:

The purpose of this project is to gain familiarity and understanding with Microsoft Excel 2010. You will use existing *document***.xlsx** files that work with MS Excel 2010 in Units G, H, and I of the Hunt/Waxer workbook for this assignment. Therefore, you will need to utilize MS Excel 2010 available in all UMUC computer labs or your computer if you have it installed. Excel 2010 is very similar to Excel 2007 so you will likely be able to complete your work on Word 2007 if you have this earlier version on your computer. However, MS Excel 2003 is too different and will not work with this book.

This assignment is due and must be submitted on LEO no latter then Saturday, Week 4 at 11pm. Late assignments will be reduced 20% for each day late.

Requirements:

Unit G Exercises: Creating and Enhancing a Worksheet

Beginning reading at page 145, and do each step of the tutorial pp. 146 – 160.
For this Unit you will create a new Excel file called **G-Kite Sales Forcast.xlsx**
After you complete all steps of Unit G, you need to upload your last version of the file **G-Kite Sales Forcast.xlsx** to WebTycho in Assignment 2 - Excel folder as file 1.

Unit H Exercises: Using Complex Formulas, Functions, and Tables

Beginning reading at page 171, and do each step of the tutorial pp. 172 – 187.

You will need to acquire the data files to do this Unit. Download instructions are on the inside back cover of the text Hunt & Waxer textbook. You will need to start with the **H-1.xlsx** file and Save As **H-Western Region Sales.xlsx**

After you complete all steps of Unit H, you need to upload your last version of the file **H-Western Region Sales.xlsx** to to WebTycho in Assignment 2 - Excel folder as file 2.

Do all steps of **Independent Challenge 1** described on page 191, including Advance Challenge Exercise. After you complete all steps you need to upload your last version of the file **H-Midwest Q1 Sales.xlsx** to WebTycho in Assignment 2 - Excel folder as file 3.

Unit I Exercises: Working with Charts

Beginning reading at page 195 and do each step of the tutorial pp. 196 – 219. You will need to start with the **I-1.docx** file and rename it **I-Canoe Kit Sales Region.xlsx** using Save As command.

After you complete all steps of Unit I, you need to upload your last version of the file **I-Canoe Kit Sales Region.xlsx** to WebTycho in Assignment 2 - Excel folder as file 4.

The uploaded files will be used as verification that you correctly did all parts of this unit for the assignment. Therefore, do not upload an earlier version of the file or you will be penalized.