

Homework Assignments

This is a paperless course. To reduce the amount of wasted paper at Mid-State Technical College, all your assignments will be submitted via Email, the Submitted Assignments folder on the server, or on a USB flash drive. **Change any requests in the text to print to *SAVE*.** Label your submittals clearly with the tutorial number so I know which assignment I am grading.

Tutorial 4

Read and Follow Pages EX 161 – EX 205
Review Tutorial 4 Instructors Notes (web page)

Assignments

Review Assignments	Pages EX 207 – EX 208
Case Problem 1	Pages EX 208 – EX 209
Case Problem 2	Pages EX 209 – EX 211
Case Problem 3	Pages EX 211 – EX 212
Extra Credit (3 points) (optional)	
Case Problem 4 (Part 1-4)	Pages EX 212 – EX 213

Submit:

❖ Crockett Portfolio	(Review Assignment)
❖ Kenai Fjords Park	(Case Problem 1)
❖ Tornado Sightings	(Case Problem 2)
❖ Mitchell Oil	(Case Problem 3)
❖ Basketball Report (optional)	(Case Problem 4)

Email format submitting the assignment:

To: Sarah Huibregtse
From: Please use your MSTC email account
Subject: Office Intro – Excel Tutorial 4
Attachments: All of the files listed to submit
Body of email: Your Name
One thing I was surprised to learn during this tutorial was...