

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 2

Read and Follow Pages EX 57 – EX 100
Review Tutorial 2 Instructors Notes (web page)
Review Tutorial 2 Book Videos (see Instructor' Notes) (optional)

Assignments

Review Assignments	Pages EX 102 – EX 104
Case Problem 1	Pages EX 104 – EX 106
Case Problem 2	Pages EX 106 – EX 108
Case Problem 3	Pages EX 109 – EX 110

Extra Credit (3 points) (optional)

Internet Assignment	Page EX 111
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Modification: Step 7: Set the number of decimal places to 2

Submit:

❖ X410 Sales Comparison	(Review Assignment)
❖ FrostiWear Sales Report	(Case Problem 1)
❖ GrillRite Grills Packing Slip	(Case Problem 2)
❖ Iowa Election Results	(Case Problem 3)
❖ (Optional) Basketball League	(Internet Assignment)

Email format submitting the assignment:

To: Sarah Huibregtse
From: Please use your MSTC email account
Subject: Office Intro – Excel Tutorial 2
Attachments: All of the files listed to submit
Body of email: Your Name
One thing I was surprised to learn during this tutorial was...