

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 3

Read and Follow Pages EX 113 – EX 151
Review Tutorial 3 Instructors Notes (web page)
Review Tutorial 3 Book Videos (see Instructor' Notes) (optional)

Assignments

Review Assignments	Pages EX 152 – EX 153
Case Problem 1	Pages EX 153 – EX 154
Case Problem 2	Pages EX 155 – EX 156
Add before step 3: Clear the Order Form Print Area.	
Case Problem 3	Pages EX 156 – EX 158
Case Problem 4 Extra Credit (3 points) (optional)	Pages EX 158 – EX 159

Submit:

❖ Timov Family Budget	(Review Assignment)
❖ Chemistry 303 Final Scores	(Case Problem 1)
❖ WizardWorks Order Form	(Case Problem 2)
❖ Loan Grid	(Case Problem 3)
❖ V6 Driving Test (optional)	(Case Problem 4)

Email format submitting the assignment:

To: Sarah Huibregtse
From: Please use your MSTC email account
Subject: Office Intro – Excel Tutorial 3
Attachments: All of the files listed to submit
Body of email: Your Name
One thing I was surprised to learn during this tutorial was...