

# 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 1

- Read and Follow Pages EX 1 – EX 46
- Review Tutorial 1 Instructors Notes (web page)
- Review Tutorial 1 Book Videos (see Instructor' Notes) (optional)

## Assignments

Review Assignments 1-14, 17-22 <i>(skip 15 &amp; 16)</i>	Pages EX 48 – EX 49
Case Problem 1	Pages EX 49 – EX 50
Case Problem 3	Pages EX 52 – EX 54

Submit:

- |                  |                     |
|------------------|---------------------|
| ❖ Order Report   | (Review Assignment) |
| ❖ Revised Report | (Review Assignment) |
| ❖ Altec Bicycles | (Case Problem 1)    |
| ❖ Global Site    | (Case Problem 3)    |

## Email format submitting the assignment:

To: Sarah Huibregtse  
From: Please use your MSTC email account  
Subject: Office Intro – Excel Tutorial 1  
Attachments: All of the files listed to submit  
Body of email: Your Name  
One thing I was surprised to learn during this tutorial was...