Excel Assignments

MABS 101 (Excel), Margaret Hock, Instructor

Homework Hints

All assignments are "hands-on," which means that you must complete them using a computer at home, work, or in the Business Computing Lab (Cloud 111) using Office 2007. To do well in this class, **plan to spend 3 to 6 hours a week on hands-on homework and practice.** If you don't have the time, take the class another semester.

The Business Computing Lab

The Business Computing Lab is in Cloud 111 and has about 40 computers. Check hours at ccsfLEARN.com.

Turning in homework

Turn in homework at the *beginning* of the class on the due date. Homework will be collected electronically—no printouts, so save your work carefully and keep more than one copy (that is, back up your work). To receive credit, your work must be correctly named and identified. Homework print-outs are graded as a group. **You can turn in assignments ONE class after the due date, but t**here is no credit for additions or changes after that.** If you can't get it all done, turn in what you have. Most of your grade (about 80%) is based on the hands-on quizzes and attendance.

Due	Hands-On Homework	Project files to turn In
1/18	First Class	
1/20	To do the following homework, you must be sitting a computer that has Excel 2007 installed, and have the data files available. The data files are on the CD that comes with the book, so put it in the drive. If you are in the classroom or in the Business Computing Lab, the data files are available on the network server computer. in M:\MABS 101. **At a computer**, read and complete all the hands-on steps in Project 1A. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.Next time you are in class, copy it to your own homework folder.	1A
1/25	**At a computer**, read and complete all the hands-on steps in Project 1E. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	1E
1/27	**At a computer**, read and complete all the hands-on steps in Project 1B. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	1B
2/1	**At a computer**, read and complete all the hands-on steps in Project 1G. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	1G
2/8	**At a computer**, read and complete all the hands-on steps in Project 2A. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	2A
2/10	**At a computer**, read and complete all the hands-on steps in Project 2E. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	2E
2/15	**At a computer**, read and complete all the hands-on steps in Project 2B. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	2B
2/17	**At a computer**, read and complete all the hands-on steps in Project 2G and Project 2K Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	2G 2K
2/22	Review	Check to m ake sure that all the projects are in your folder.
2/24	Evaluation Project	Last day to turn in Projects 1A to 2K.
3/1	**At a computer**, read and complete all the hands-on steps in Project 3A. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	3A
3/3	**At a computer**, read and complete all the hands-on steps in Project 3E. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	3E
3/8	**Now, to avoid brain strain,** we are going to skip to chapter 4 for a while. **At a computer**, read	4A

Due	Hands-On Homework	Project files to turn In
	and complete all the hands-on steps in Project 4A. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	
3/10	**At a computer**, read and complete all the hands-on steps in Project 4C. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	4C
3/15	Review	Check to make sure that you have turned in the above projects.
3/17	Midterm Exam	Last day to turn in projects 3A , 3E, 4A, 4C
3/22	**At a computer**, read and complete all the hands-on steps in Project 3B. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	3B
3/24	**At a computer**, read and complete all the hands-on steps in Project 3G and 3N. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	3G 3N
4/5	**At a computer**, read and complete all the hands-on steps in Project 4B. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	4B
4/7	**At a computer**, read and complete all the hands-on steps in Project 4I. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	4I
4/12	**At a computer**, read and complete all the hands-on steps in Project 5A. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	5A
4/14	**At a computer**, read and complete all the hands-on steps in Project 5E. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	5E
4/19	**At a computer**, read and complete all the hands-on steps in Project 5B. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	5B
4/21	Review	Check to make sure that you have turned in the above projects.
4/26	Review	Last day to turn in projects 3B to 5E.
4/28	Evaluation Project	
5/3	**At a computer**, read and complete all the hands-on steps in Project 6A. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	6A
5/5	**At a computer**, read and complete all the hands-on steps in Project 6E. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	6E
5/10	**At a computer**, read and complete all the hands-on steps in Project 6B. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	6B
5/12	**At a computer**, read and complete all the hands-on steps in Project 6H and 6I. Save the file to turn in later. Next time you are in class, copy it to your own homework folder.	6H 6I Check to make sue you have turned in t he above projects.
5/17	Review	Last day to turn in projects 6A to 6I
5/19	Final Exam	
May 24	Tuesday, May 24, 11 am, Cloud 108. Exam results and final grades.. Attend if you would like your final grade, final exam results and go over the final exam. (Please don't email me for your results.)	

MABS 101
Directions for handing in MABS 101 Homework

1. On your disk, create a folder named:
   your **LAST NAME** your **FIRST NAME** **HW**
   Be **SURE** to include BOTH your last and first names!
	Smith Joe HW

2. At school in Cloud 108 or the Business Computing Lab (C111), move it to the *Homework* folder for your class in this location. Hand-In (W:) \ Hock Margaret \ Your Class \ Homework You now have a folder in which to put your work. You can use it for the rest of the semester.	
3. As you finish your exercises, *copy* the files to your HW folder on drive *Hand-In (W)*. ▪ You can do this in the classroom or in the Business Computing Lab (C111). Be sure to *copy*, not *move* them, so you still have your work. ▪ Hint: To select several files at once, hold down the CTRL button and click them one at a time. ▪ Please copy files, not folders into your homework folder. It makes it easier for me to check your work.	
Note: To prevent other students from removing or copying your work, rights are restricted on the *Hand-In* drive. ▪ You will not be able to open files and view the contents. If you try, you'll get an error message. ▪ You cannot save directly into a folder on the *Hand-In* drive. ▪ You will not be able to move, copy, or delete files or folders. If you put things in the wrong place, Margaret will delete them, so you don't have to worry about "cleaning it up" yourself. ▪ If you try to copy the same file more than one time, the second copy will damage the first and Margaret will not be able to open it (check for a zero file size). If you have a revision, rename the file on your disk, for example: **project1A revised**. Then recopy it to your HW folder.	

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1/18/11/HowTo Hand-in Homework.doc