

# CAS 170--BEGINNING EXCEL 2007

## Assignment Schedule

The following SCHEDULE is a guide for the student to monitor her/his progress while training through this course. Please refer to this sheet BEFORE completing any project. This schedule is tentative and subject to change depending upon the progress of the class.

Weeks	Homework Assignments
1 - 3	<p><b>CREATING A WORKSHEET AND EMBEDDED CHART</b> Read pp. EX4 to EX6. Perform the steps beginning on EX6.</p> <p>Continue reading and completing the steps until you complete Chapter 1, EX 68. If you need to review the chapter, visit the <a href="#">Learn It Online</a> link first. The exercises and games will reinforce the chapter's concepts.</p>
<p>Complete the following: (DUE--October 14) IN THE LAB--1 and 2 CASES AND PLACES--2 and 3</p>	
<p>TEST #1, October 14 beginning of class SUBMIT YOUR WORK VIA E-MAIL ATTACHMENTS</p>	
Weeks	Homework Assignments
4 - 5	<p><b>FORMULAS, FUNCTIONS, FORMATTING, &amp; WEB QUERIES</b> Read and train through Chapter 2, pp. EX82--EX149. Visit the following link before you complete the exercises for Chapter 2. <a href="#">Learn It Online for Chapter 2</a></p>
<p>Complete the following: (DUE--October 28) NOTE: You cannot e-mail your Excel assignments from PCC computers as described on pages EX 142 to EX 143. PCC computers are not set specifically to you as the user. You will have to e-mail your assignments from home, or wherever you have access to the Internet. MAKE IT RIGHT 1 IN THE LAB--1 (PART 1 only) IN THE LAB--2 (PARTS 1 and 2) CASES AND PLACES--3</p>	
<p>Test #2, Beginning of class, October 28 SUBMIT YOUR WORK VIA E-MAIL ATTACHMENTS</p>	
Weeks	Homework Assignments

<b>6 - 8</b>	<p><b>WHAT IF ANALYSIS, CHARTING, and WORKING WITH LARGE WORKSHEETS</b></p> <p>Read and train through Chapter 3, pp. EX 162--EX 228. Visit the following link before you complete the exercises for Chapter 3.  <a href="#">Learn It Online for Chapter 3</a></p>
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**Complete the following: (DUE--November 18)**  
**APPLY YOUR KNOWLEDGE, EXTEND YOUR KNOWLEDGE, AND MAKE IT RIGHT--1**  
**IN THE LAB--1, PARTS 1 & 2**  
**IN THE LAB--2, PARTS 1 & 2 NOTE: You do not need to save your work from Part 2, but do that part of the exercise anyway to ensure everything works correctly.**  
**CASES and PLACES--2 NOTE: You must plan to save this with the what-if modifications included.**

**SUBMIT YOUR WORK FOR CHAPTER 3 VIA E-MAIL ATTACHMENTS**

<b>Weeks</b>	<b>Homework Assignments</b>
<b>9 - 10</b>	<p><b>CREATING, SORTING, AND QUERYING A TABLE</b></p> <p>Read and train through Chapter 5, pp. EX 338--EX 398. Visit the following link before you complete the exercises for Chapter 5.  <a href="#">Learn It Online for Chapter 5</a></p>

**Complete the following: (DUE--DECEMBER 2)**  
**IN THE LAB--2, part 1 NOTE: Before you start Step 2, copy the "Consultant Specialist" sheet three times and give the copies the names Sort 2a, Sort 2b, and Sort 2c. In other words, your file will have four sheets after you have made the copies. Do the sorting in Step 2 on the copies only and leave the original as it is.**  
**IN THE LAB--2, PART 3**  
**IN THE LAB--3, PART 1 (STEPS 1 TO 3 ONLY)**  
**CASES AND PLACES 1**

**SUBMIT YOUR WORK VIA E-MAIL ATTACHMENTS**

<b>Weeks</b>	<b>Homework Assignments</b>
<b>11 - 12</b>	<p><b>CREATING TEMPLATES AND WORKING WITH MULTIPLE WORKSHEETS AND WORKBOOKS</b></p> <p>Read and train through Chapter 6, pp. EX 418--EX 491. NOTE: On page EX 433, you will save the template to your disk (most likely a USB drive) and not UDISK 2.0 in the E: drive. Visit the following link before you complete the exercises for Chapter 6. <a href="#">Learn It Online for Chapter 6</a></p>

**Complete the following: (DUE--December 16)**  
**IN THE LAB--1, part 1**  
**IN THE LAB--1, part 2, steps 1 to 7 only**  
**CASES AND PLACES--1 and 4**

**Test #3, December 16.**

**All work for chapter 6 must be turned in by this date.  
SUBMIT YOUR WORK VIA E-MAIL ATTACHMENTS**

List of Files by Chapter:

Chapter 1

- Walk and Rock Music
- Kona's Espresso Coffee
- Scissors Office Supply
- Quarterly Environmental Club Budget
- In-The-Villa DVD Rental

Chapter 2

- Silver Dollar Stock Club
- El Centro Diner
- Façade Importers
- Jackson's Bright Ideas
- Band Fund Raising

Chapter 3

- Campus Clothiers
- Apply 3-1 Absolute Cell References
- Extend 3-1 Create Series Complete
- e-Music Pro
- Salioto Auto Parts
- Britney's Music Emporium Weekly Payroll Report
- Chesterton Trib Bimonthly Earnings and Expenditures

Chapter 5

- Silver Photography Accessories Sales
- Computer Consultants Inc.
- Do-Gooders Student Club
- Educational Percussion Inc.

Chapter 6

- Next DVR Inc.
- Rings and Things
- San Pueblo's Public Safety
- Next Year's College Expenses