

CGS 1570

Chapter 9: Excel

Assignment 6

Name: _____ Section (Time/Day): _____

Printouts

Note: Download the files required for the text and store them on your media (preferably a USB drive)

The files required for this assignment are found in the directory *Excel Volume 1, 1/e* at <http://www.prenhall.com/exploring>

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| 1. | Complete Hands-On Exercises 1, 2, 3 and 4 (pp. 486-521)
Print Jake's Gym worksheet in values and formulas views
Format each printout to fit on one page | 2 |
| 2. | Complete Practice Exercise 1 (pp. 526-527)
Print the worksheet in values and formulas views
Format each printout to fit on one page | 2 |
| 3. | Complete Mid-Level Exercise 4 (pp. 535-536)
Print the worksheet in values and formulas views
Format each printout to fit on one page | 2 |

- Header – Left section: your name; Center section: your section (Time/Day); Right section: page number.
- Footer – Center section: Lemley; Right section: today's date.
- Format each printout to fit on one page.
- If necessary, print the formulas view in landscape.
- Staple your printouts in order.
- Attach cover page when submitting the assignment.