

CGS 1570

Chapter 10: Excel

Assignment 7

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 (pp. 546-548) and 2 (pp. 556-560)
Print the Payroll worksheet in values and formulas views
Format each printout to fit on one page | 2 |
| 2. | Complete Hands-On Exercise 3 (pp. 565-568)
Print the Grade Book worksheet in values and formulas views
Format each printout to fit on one page | 2 |
| 3. | Complete Hands-On Exercise 4 (pp. 572-573)
Print the School Van worksheet in values and formulas views
Format each printout to fit on one page | 2 |
| 4. | Complete Mid-Level Exercise 1 (p. 583)
Print the Inventory 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.