

CGS 1570

Chapter 11: Excel

Assignment 8

Name: \_\_\_\_\_ Section (Time/Day): \_\_\_\_\_

All printouts should be in values view.

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>

1. Complete Hands-On Exercise 1 (pp. 605-611) 3  
At Step 5 print Sheet 1 on p. 609  
At Step 6 print Sheet 1 on p. 610  
At Step 7 print Sheet 1 on p. 611
2. Complete Hands-On Exercise 2 (pp. 616-620) 2  
At Step 2 print Revenue By City sheet on p. 617  
At Step 6 print Revenue by Product sheet on p. 620
3. Complete Hands-On Exercise 3 (pp. 624-629) 3  
At Step 7 print the memo with embedded chart on p. 628  
At Step 8 print the chart on p. 629  
At Step 9 print the web page on p. 629
4. Complete Practice Exercise 1 (pp. 633-634) 4  
At Step g print the web page on p. 634  
At Step h print the workbook (all sheets: 1, 2, and 3) on p. 634
5. Complete Midlevel Exercise 4 on p. 642 1  
At Step i print the worksheet with graph on p. 642

- 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.