

26.	<p><i>Excel</i> disk/file maintenance.</p> <ol style="list-style-type: none"> 1. Launch <i>Windows Explorer</i>. 2. Copy <i>F:\Faculty\Trolten\BPC110\DemoFiles\Demo Spreadsheets.xls</i> to your <i>H:</i> drive. 	15
27.	<p>Read/Study/Do <i>Excel Unit A: Getting Started with Excel 2003</i>, pages 225 through 243. Make the following changes:</p> <ul style="list-style-type: none"> • Page 232, step 2: The file is in the <i>\Excel\UnitA</i> folder. • Page 240, step 4: On my system, the topic was actually called <i>Enter a Formula</i>. <p>Answer <i>Concepts Review</i>, pages 244-245. Type or write out your answers.</p>	20
28.	<p>Login to SAM and do training for <i>Excel 2003: Unit A</i>.</p>	20
29.	<p>Read/Study/Do <i>Excel Unit B: Building and Editing Worksheets</i>, pages 251 through EXCEL 271. Make the following changes:</p> <ul style="list-style-type: none"> • Page 254, step 1: The file is in the <i>\Excel\UnitB</i> folder. • Page 270, step 9: Before exiting, print the formulas using the process described in the class handout • Page 270, add a new step 10: Launch <i>Windows Explorer</i> and backup <i>Author Events Forecast.xls</i> file by copying it from your USB Flash drive's <i>Excel\UnitB</i> folder to the same folder on drive C: or H:. <p>Answer <i>Concepts Review</i>, pages 272 through 273. Type or write out your answers.</p>	45
30.	<p>Login to SAM and do training for <i>Excel 2003: Unit B</i>.</p>	20
31.	<p>Do <i>Visual Workshop</i> on page 278. Make the following changes:</p> <ul style="list-style-type: none"> • Build <i>formulas</i> that calculate the values you see in column E and rows 16, 19 and 20. Note that cell A18 is involved in the calculations for row 19. • Also print the formulas using the process described in the class handout. 	30
32.	<p>Read/Study/Do <i>Excel Unit C: Formatting a Worksheet</i>, pages 279 through 295. Make the following changes:</p> <ul style="list-style-type: none"> • Page 294, add a new step 10: Launch <i>Windows Explorer</i> and backup <i>Ad Expenses.xls</i>. <p>Answer <i>Concepts Review</i>, pages 296 through 297. Type or write out your answers.</p>	30
33.	<p>Login to SAM and do training for <i>Excel 2003: Unit C</i>.</p>	20
34.	<p>Do <i>Visual Workshop</i> on page EXCEL C-26.</p> <ul style="list-style-type: none"> • When doing the conditional formatting, have the items appear in bold rather than red. 	30
35.	<p>Read/Study/Do <i>Excel Unit E: Working with Formulas and Functions</i>, pages EXCEL E-1 through EXCEL E-17. Make the following changes:</p> <ul style="list-style-type: none"> • Page EXCEL E-16, add new step 0: Click the <i>Payroll</i> sheet tab. Now hold the [Shift] key and click the <i>Loan</i> sheet tab. All four worksheets are now selected and your Title Bar says Microsoft Excel - Company Data.xls [Group]. This indicates that multiple worksheets are selected and that any change will affect all of the selected worksheets. Now, when you do the remaining steps on this page, you'll be printing the formulas for all four worksheets. • Page EXCEL E-16, add new step 11: Use <i>Windows Explorer</i> to backup your <i>Company Data.xls</i> workbook. <p>Answer <i>Concepts Review</i>, pages EXCEL E-18 through EXCEL E-19. Type or write out your answers.</p>	45
36.	<p>Read/Study/Do <i>Excel Tutorial: Cell References, Dates, and Functions</i> at www.sc.maricopa.edu/bpc110.</p>	60
37.	<p>Login to SAM and do training for <i>Excel 2003: Unit E</i>.</p>	30
38.	<p>Do the <i>Excel Final Project</i> at www.sc.maricopa.edu/bpc110. This assignment will be worth 25 points.</p>	90

39.	Read/Study/Do <i>Excel Unit D: Working with Charts</i> , pages 305 through 321. Make the following changes : <ul style="list-style-type: none">• Page Excel C-16, add a new step 10: Launch <i>Windows Explorer</i> and backup <i>MediaLoft Sales – Eastern Division.xls</i>. Answer <i>Concepts Review</i> , pages 322 through 323. Type or write out your answers.	45
40.	Login to SAM and do training for <i>Excel 2003: Unit D</i> .	20
41.	Do <i>Visual Workshop</i> on page 328. <ul style="list-style-type: none">• The printout must show the worksheet and the embedded chart. Use Page Setup formatting options to print the worksheet and embedded chart on a single sheet.	30