

Lab E-1 - - Requirements

Advance reading (See "Purpose" at lower part of this page)

In the "Microsoft Excel 2003" section (Green Code) of the Lab Manual read Chapter 1, pages 281 to 290, and 294 to 315, & Chapter 2, pp.345 to 355 before the scheduled date of the Lab.

****Special emphasis on pp.311-313.and figure 1.13 ****

See also "General Notes on use of Computers" ... handout

Files needed:Grade Book.xls, Payroll.xls , Chapter 2 Revised Practice .xls (see handout: Do **not** open files as described in the Lab Manual.

In the Lab: (See "Reminder" note in next paragraph)

Do the "Hands-On" Chap 1, Exercise 1 - starting with step 4(p.294).

Do the "Hands-On" Chap 1, Exercise 2-pp.302-310

Do the "Hands-On" Chap 2, Exercise 1 - pp.349-355 **after re-reading 346-347**

Do "Practice" Chap 2, Exercise 1 p. 378(**re-read pp311-313 before starting**)

(GrossPay = RegularHours * HourlyWage + OvertimeHours * HourlyWage * OvertimeRate)

(For **OvertimeRate** use the appropriate reference to E14 (see p312 fig 1.13).

Step a. on p378: second sentence is extremely important to do this Practice Exercise correctly.

Step f.: Only values in E14 & E16 have to be changed, if step a. has been done correctly. If you have to change any formulas, then this exercise will be graded as incorrect.

Note: Practice exercises, in ALL Excel labs, are 60% of each lab's grade.

Reminder: "Hands-On" Ex 1, Step 4 and Ex 2, Step 1- Ignore the instructions in the parts of these "Hands-On" exercises that refer to Opening files. Use the instructions in the handout: "**GENERAL NOTES ON USE OF COMPUTERS IN THE UNIVERSITY'S PUBLIC LABS**".

Also, to **display formulas** using the keyboard shortcut described in the manual(p.307): do not type the + sign. Hold down the Ctrl key and press the ` (tilde) key. (upper left key on keyboard)

Turn in to Prof. London:

Print and turn in documents as instructed at the following places:

- 1.- Page 298, Step 8 (1 with values) Do **not** print the Help Message.
- 2.- Page 309, Step 8 (1 with formulas, 1 with values)
- 3.- Page 310, Step 9 (1 with values)
- 4.- Page 355, Step 7 (1 with formulas, 1 with values)
- 5.- Page 378, Step 1e(1 with formulas, 1 with values)No cover
- 6.- Page 378, Step 1f(values only)

Staple all 9 sheets together placing the sheets with your name on top.

Purpose: The purpose of the advance reading, for this Lab and for the remaining Labs this semester, is to familiarize yourself with what will be required during the Lab class. It is not necessary to be able to fully understand everything in the advance reading, so do not attempt to absorb the material as if you will be tested. However, the half hour or so spent with advance reading will make the computer work in the Lab considerably easier, save time and avoid the extra work that might be needed beyond the Lab class.

The Lab Manual will also serve well as a reference for all of your current and future computer use of the Office 2000 applications. Regardless of your expertise with any of these applications, you will discover new concepts in the assigned readings and also in parts of the text that may be unassigned.