

Lab E-2 - - Requirements and Hints

**Advance reading:**

In the "Microsoft Excel 2003" section (Green code) of the Lab Manual read Chapter 1, pages 311 to 344, before the scheduled date of the Lab.

**Pay special attention to pp 311 through 315 and figure 1.13 regarding Relative & Absolute references for copying formulas.**

**Files: Chapter-1-Practice6-REVISED.xls, Chapter1-MiniCase-Housing Office.xls**

Reminder: Drag the files from the Academic Files to your home directory (or to whatever you are using to save your files; floppy disk, memory stick, etc.)

see handout: "GENERAL NOTES ON USE OF COMPUTERS IN THE UNIVERSITY'S PUBLIC LABS"

**In the Lab:** (hint use a pencil, or pen, to check off each sub-step as you do it)

**Do the "Hands-On" Exercise 3 - p.316 through p.321.**

Hints for some of the steps:

-**Step 1.** Open Excel from the Start>Programs menu, the file will be created by you from 'scratch'.

-**Step 2.** Save the file to your home directory as My Grade Book or save on your floppy A:. Ignore bullets 2-3-4

-**Step 5.** Whenever formulas are typed, you can use Upper or Lower case.

Excel will convert formulas to all Upper case. **Make sure that there is an Equal sign to start all formulas.**

Reread pp 322 - 326

**Do the "Hands-On" Exercise 4 p.327 through p.332.**

Hints: for some of the steps

-Step 1. Open the file you created in Exercise #1 by double clicking.

-Step 4. 3<sup>rd</sup> bullet. If using the right click method, make sure the mouse pointer is on one of the highlighted cells before pressing the right mouse button.

-Step 6. For the keyboard shortcut to display formulas: do not type the '+'. Hold the Ctrl and press the tilde ` (upper left key on keyboard)

**Remember the proper use of Absolute & Relative references for copying formulas**

**Do "Practice" Exercise 6 p.341 use the file: Chapter 1 Practice 6 Revised.xls.**

To raise a cell value to a power, use the caret ^ .

eg. =A4^2 will square (raise to the 2<sup>nd</sup> power) the value that is in cell A4

**Do "Mini Case"-Housing Office p.344 use Chapter 1 Mini Case-Housing Office.xls**

**Important** Read the case carefully.

**Practice Exercises & Mini Cases account for 60% of Lab Grade**

**Turn in to Prof. London:**

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

1.- Page 331, Step 5 (values)

2.- Page 332, Step 6 (formulas)

3.- Page 341, Exercise 6 step i - Values and Formulas

4.- Page 344, Housing Office, Values and Formulas

**Staple all sheets together, placing a sheet with your name on top.**