

Name _____

Introduction to Computer Applications

Microsoft Excel

Chapter 2: Formulas, Functions, Formatting, and Web Queries

100 Points

1. Begin on page EX 82. Read about the Silver Dollars Stock Club and look at the examples Fig. 2-1. In Excel, follow the directions (white numbers inside red circles) on page EX 87 to create a worksheet with function formulas. Save as **Silver Dollars Stock Club Portfolio Summary** followed by your initial and last name, **SAVE EARLY & SAVE OFTEN!** Continue through page EX 105 comparing with Fig. 2-28. Verify formulas with the range finder on page EX106. –Format the Worksheet on Ex. 107-118. Use conditional formatting on Ex. 119-136. Use a web query on page Ex. 137-140. Change the worksheet names on Ex. 141.
2. To access the **SAM 2007** program, click on the SAM icon on your desktop. From the Textbook Series option, select **Shelly Cashman** and from the Textbook Name, select **Microsoft Office 2007 Introductory Concepts Windows XP Version**. From the Chapter Name, select **2. Formulas, Functions, Formatting and Web Queries**. Click the **Select All Tasks** box near the top of the screen or select a specific topic and then click **Launch** at the bottom right-hand corner of the screen. You will need to use your headphones to listen to and watch any or all observations for the Chapter.
3. (20 pts.) In the book on page EX144, complete the *Learn It Online* (LIO) activity in which you go to the www.scsite.com/ex2007/learn. For Chapter 2, select the multiple choice questions and list your answers below.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____
4. (20 pts) Complete Project 1 #1-18 (**Lab 2-1 Part 1 Façade Importers Sales Analysis**) for the *In The Lab* (ITL) section on pages EX 149—151. Do not do Part 2 or 3. Print the values and formulas version in landscape orientation, fit to one page and attach to this sheet.
5. (20 pts) Complete Project 2 Part 1 #1-12 (**Lab 2-2 Part 1 Jackson’s Bright Ideas monthly Balance Due Report**) for the *In The Lab* (ITL) section on pages EX 151—153. Print the values and formulas version in landscape orientation, fit to one page and attach to this sheet.
6. (20 pts) Complete Project 2 Part 2 #1-8 (**Lab 2-2 Part 2 Jackson’s Bright Ideas monthly Balance Due Report**) for the *In The Lab* (ITL) section on pages EX 153—154. Print the Balance Due sheet and the Bar Chart in landscape orientation, fit to one page and attach to this sheet.
7. (20 pts.) Complete Project #3 of the *Cases & Places* (C&P) on page EX 157. Save as **Doze-Now Profit Potential**. Do not print until after the new shipment adjustments have been made. Print the values and formulas version in landscape orientation, fit to one page and attach to this sheet.

Remember to put your TYPED name, lesson name, and date on all printed documents in a header from the Print Preview, Page Setup button. All work MUST be saved in your H: Drive/Your folder/Excel/Chapter 2 folder, not a USB flash drive, with the filename and your first initial and last name. (Example: Lab 2-1 Part 1 Façade Importers Sales Analysis glott)