

EXCEL

Using the Text Book Learning Microsoft Office Excel 2003

Key each of the following and create a section for them and place them in your Company Portfolio. Attach a cover sheet and hand in the material for each project.

LEVEL – 3

LEVEL – 4

Lesson 8 Integrate Excel with other applications Exercises 43 – 50, pp. 214 – 254 Hand in all exercises except Ex. 46 and 48	Lesson 10 Create and Modify Charts Exercises 63 – 72, pp. 318 – 374 Hand in all exercises except Ex. 66
Learning the IF Function Level 3 Exercises 1 & 2 Get Handout from Mr. Sadler Hand in both exercises	Lesson 11 Analyze Data Exercises 73 – 84, pp. 376 – 438 Hand in all exercises except Ex. 74, 78
Lesson 9 Use Advanced Functions Exercises 51 – 62, pp. 256 – 316 Hand in all exercises	Lesson 12 Create Macros Exercises 85 – 87, pp. 440 – 456 Hand in all exercises. Ex 87, Show Instructor when done

- **UPON COMPLETION OF LESSONS IN EACH LEVEL – SHOW THE INSTRUCTOR ALL WORK TO GET CREDIT FOR THE LEVEL**

**** After a Level is turned in, the instructor will check a couple exercises on your computer to ensure that formulas have been used where they are supposed to. If not, that exercise will be a zero.**

Put a header on each document. Include your name, filename and date. For example:

Paul Sadler
59IncomeTax – 3/19/08

Spell check and proofread all documents. You and only you are responsible for the accuracy of your documents.

Print preview your documents before you send them to the printer.

Print only ONCE!

Three hole punch your documents and put them in your company portfolio.

Save your documents to your Company folder on the H: drive

PRINT LANDSCAPE & FIT ON 1 PAGE
(any time the spreadsheet is wider than long)