


Homework #12

Remember, as we discussed in class, the homework assignment is very simple, but be sure to practice any skills presented in the lesson that you were not already familiar with. The text does not provide adequate practice exercises to master these skills, so you will need to practice them on your own.

- Read Microsoft Excel 2010 One Jumpstart in the text (pages 137-143).
- Follow the directions given as you read, just as you did in the Word section, *including the "Self Study" steps 1 & 2* (in the past, that was not part of the homework, but this week it is). I have included the lesson file that you will need.
-  In step #3, the instructions tell you to hit "Insert" twice. An optional way to accomplish the same thing is to drag the mouse over when you highlight Column H so that you are highlighting Columns H and I, then hit Insert once. Feel free to use whichever method you prefer.
- Per usual, go over the Review questions on page 143, and answer them for yourself. Do not include them in the homework you turn in.
- After you have completed the assignment, e-mail your homework assignment (attach **excel01_done.xlsx**) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put "Homework #12" and your first name in the subject line.