




Homework #13

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. You should also practice anything we did in class that was new to you. The text does not provide adequate practice exercises to master these skills, so you will need to practice them on your own.

- Read Lesson 2, Getting Microsoft Excel 2010, in the text (pages 145-162). Follow the directions given as you read, including the Self Study exercises.
-  Note: on page 155, Under “Using the Zoom and Page View options,” Step 3 tells you to click on the “Page Layout view.” Do not confuse this with the Page Layout tab on the ribbon. This is referring the Page Layout option under the View tab of the ribbon.
-  On page 156, you learn to right-click on the worksheet tab to change the name of the worksheet. Do it as described the first time, but then for the next one, try double-clicking on the name of the 2nd tab. Type the name “Menu” and press enter or click outside the tab. This is an optional way to change the name of the tab.
-  On page 161, you will need to have your computer connected to the Internet in order to complete Step 2.
- Per usual, go over the Review questions on page 162, 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 **excel0201_working.xlsx**, **excel0202_rename.xlsx**, **excel0203_working.xlsx**, and **excel0204_converted.xlsx**) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put “Homework #13” and your first name in the subject line.