


Homework #14

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 Lesson 3 “Editing Cells” in the text (pages 163-173). Follow the directions given as you read.
 -  Note: on page 169, you are given instructions to repeat the previous steps for each of the following sections. You can save a few steps by highlighting the entire section (B3:D7) and choosing “Wrap Text” for all of them at once. Ctl+C and Ctl+V also works between documents in lieu of using the clipboard menu.
- Do the Self Study on page 172, as directed. Save the file again before you send it in with your homework.
- Per usual, go over the Review questions on page 173, and answer them for yourself. Do not include them in the homework you turn in.
- Read Lesson 4, “Formatting Cell Ranges” in the text (pages 175-184). Follow the directions given as you read.
- Do the Self Study on page 184. When you finish Step 3, save the revised file as **excel0401_done_selfstudy.xlsx**.
- Again, go over the Review questions on page 184, and answer them for yourself. Do not include them in the homework you turn in. Keep in mind that questions in the Review sections may appear on quizzes or tests, so be sure to go over them!
- After you have completed the assignment, e-mail your homework assignment (attach **excel03011.xlsx**, **excel0303_done.xlsx**, **excel0401_done.xlsx**, and **excel0401_done_selfstudy.xlsx**) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put “Homework #14” and your first name in the subject line.