



## Homework #15

As we have 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 5, “Building Formulas and Functions,” in the text (pages 185-196). Follow the directions given as you read.
-  If you try the comparison examples at the top of page 187 (which you should do), you will probably get results of “TRUE” instead of 1 and “FALSE” instead of 0. That is fine. Excel will calculate them accordingly.
-  If you wish to save yourself some time, when you finish each of the lessons using excel0502, 0503, and 0504, you may skip to the Self study on page 196 to do the extra step for each workbook while it still open.
- On page 191, after you complete Step 11 and before you do Step 12 (save & close the file), try adding the function described just after Step 12 (calculating the monthly payment). Enter the title, “Monthly Payment” in cell A6, and enter the formula shown in the book in cell B6 (don’t forget to start a function with the “=” sign if you choose to type it out rather than inserting the function from the Ribbon).
- Open **excel0503\_done.xlsx**. Highlight the data (not including totals) B2:D20. Sort the data, first by 2009 sales, then by 2010 sales (largest to smallest for both years). Remember, this is based on what you learned in the video tutorial. Save and close the file.
- Do the Self Study on page 196 as directed (if you have not already done it). Be sure to save the changes to these files again before you send them in with your homework.
- Per usual, go over the Review questions on page 196, and answer them for yourself. Check your own answers. Do not include them in the homework you turn in. Remember that these questions may show-up in a quiz some time!
- After you have completed the assignment, e-mail your homework (attach **excel0501\_done.xlsx, excel0502\_done.xlsx, excel0503\_done.xlsx, excel0504\_done.xlsx, excel0505\_done.xlsx, and excel0506\_done.xlsx**) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put “Homework #15” and your first name in the subject line.