



Homework #17

As we have discussed in class, the homework assignment is fairly simple, but be sure to practice any skills presented in the lesson that you are 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.

- Important note:* I tried to simplify things and save you some time and needless steps. I have combined all of the workbooks you will need to complete this homework assignment into one workbook. Each workbook is now in a separate worksheet in one workbook called **Excel_Lesson_7.xlsx**. Rather than opening and re-saving each workbook as described in the text, simply click on the appropriate tab at the bottom of the workbook to get to the worksheet you need. You can ignore the instructions to navigate to each new workbook and save it with a new name. Just be sure to save the entire workbook when you are finished.
- Read Lesson 7, “Analyzing Excel Data,” in the text (pages 213-229). Follow the directions given as you read. Be sure to notice the other options available on the tabs as you work.
- ☞ Note: on page 214, Step 5, the choice you need to click on is “Custom Sort” (the text only says, “Sort”). The same is true for Step 2 on page 215.
- Do the Self Study on page 229 as directed; but this week, DO NOT save the changes to this file again before you send it in with your homework. Your homework should not include the Self Study exercises this week.
- As always, go over the Review questions on page 229, 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!
- Finally, on the “Nested IFs” tab, write a formula using nested IF functions in B10 to calculate the tax on an income given in B4 based on the instructions shown. This is very similar to what we did in class, but read the tax calculation carefully! After your formula is finished, try entering varying amounts in B4 to make certain your formula works correctly. Save the workbook and include it with your homework.
- After you have completed the assignment, e-mail your homework (attach **Excel_Lesson_7.xlsx**) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put “Homework #17” and your first name in the subject line.