



Homework #18

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.

- Once again, 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_8.xlsx**. The worksheet tabs have the file names used in the text.
- Read Lesson 8, "Adding Graphic Objects," in the text (pages 231-251). Follow the directions given as you read. Be sure to notice the other options available on the tabs as you work.
- ☞ Note: when you get to page 238, rather than opening a blank workbook, simply go to the "0802" worksheet in the same workbook.
- ☞ To do Steps 5-7 on pages 238-239, your computer will need to be connected to the Internet.
- After you have done your homework, do the Self Study on page 251 as directed; but again this week, **DO NOT** save the changes 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 251, 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!
- Review the eight lessons we have done in the text and your Excel class notes for a short quiz next week covering what we have learned so far in Excel. This will be a written quiz in class.
- After you have completed the assignment, e-mail your homework (attach **Excel_Lesson_8.xlsx**) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put "Homework #18" and your first name in the subject line.