



## Homework #24

Your only homework this week is to spend at least two hours studying for Test #2 (primarily covering Microsoft Excel). Please keep track of the time you spend reviewing. The following is a study guide to help you review.

- Review your notes from the classes covering Excel. Practice using any functions covered in class that you don't remember well. You will need to know the syntax of the functions we have used in class.
  - 👉 Remember that the IF function does not use quotations around the criteria, but the SUMIF, COUNTIF, and AVERAGEIF functions do. Practice using these functions in formulas if you are not already comfortable with them.
- Review your notes from class discussion and the video on Pivot tables. Be sure you understand what they are for and why they are useful.
- Review your notes of functions introduced by students in the class. You will not have to know their exact syntax, but you will need to know what they do.
- Briefly skim through the Excel portion of the text (pages 137-251). If you come to sections you have forgotten, take a few minutes to review.
- Review the Excel order of operations (it is listed on page 187 of the text and should also be in your class notes). Practice solving some equations by creating them in Excel: write an equation in a cell, solve it yourself first, then hit ENTER and see if you solved it correctly. Try using several operators.
- Review the Excel error messages we covered in class. Try to create cell entries that return these error messages yourself – it will help you remember them.
- Review your notes from the Microsoft Access video we watched in class. You should understand what it is, how it works (in general terms), and what kinds of applications it is useful for.
- When you have finished reviewing, send an email to: [homework@wanvigs.net](mailto:homework@wanvigs.net), stating how long you spent reviewing. Include your name in the email, indicating that you are “signing” your name to your statement of time spent reviewing. Five points will be awarded for every half-hour you spend studying, up to two hours. Additional time spent will be rewarded with a great test score! 😊