

Lab 4: Microsoft Excel XP Unit (this lab takes 30 minutes to two hours)

For each lab assignment:

1. Complete an entire unit and hand in all pages at one time.
2. Write your name & section number in the upper right hand corner of the first paper. No cover sheet needed & no banner pages please.
3. Please place your completed lab assignments in the submit basket on the desk in K241 (Adjunct Faculty Office).

MAJOR HINTS:

- a. Make sure to read carefully the sentences above or below any of the bulleted instructions in the lab manual.
 - b. Make sure to read instructions after a little bullet.
 - c. Look at the pictures and read the blue boxes on them.
1. Start on page E 1.8 and work through to page E 1.40, doing all the steps that the lab manual instructs you to do.
 2. On page E 1.40, step 8, type your name in A22.
 3. On page E 1.41, Correction: do not click the save button, click file, click save as.
 4. On page E 1.42 to E 1.43, Correction: do steps 3 & 4, then do steps 2 & 5
 5. Continue to read and work on Page E 1.44 to E1.46, You should have a printout to hand in from page E 1.44. It should look like Figure 1-67.
 6. Continue to read and work on Page E 1.46 to E 1.54.
 7. On page E 1.58; "In the Lab 1" - Read all the following hints first:
 - a. You will be typing the worksheet in Figure 1-81, don't do it yet, wait, keep reading.
 - b. Do not use all uppercase when typing titles
 - c. Do not type commas or dollar signs when entering numbers into a worksheet, however you must type the decimals
 - d. You must use the AutoSum for totals.
 - e. In step 4, you will be using the AutoFormat twice.
 - f. Open a new worksheet in Excel XP, then do all steps except 8 carefully!
 - g. This is Lab 4.
 - h. You will hand in your printout from step 10 only, not the one from step 8
 - i. Did you do step 6?

Do your printouts look like the book? Please ask for help before your lab is due.

(Re-read the instructions at the top of the first page of this document before submitting your lab for grading)

End of Microsoft Excel XP Unit