

CIT 140 Microsoft Excel Assignments #2

Due on Tuesday, March 24, 2020

Introduction:

In this assignment you will use Microsoft Excel to complete the exercises from the Excel 2016 Comprehensive textbook for chapters 5, 6, 8 & 9. Each will be worth one-fourth (25%) of the total assignment grade. The sections that you must complete are:

- Chapter 5, Practice Exercises 2, Suburbia Regional Hospital, page 386 (File: e05p2Patients) – Covers Subtotaling, Pivot table and Pivot Chart
- Chapter 6, Practice Exercises 1, Monthly Commission, page 443 (File: e06p1Commission) – Skip instructions L through P.
- Chapter 8, Practice Exercises 1, Sociology Textbooks, page 548 (File: e08p1Books) – Skip instructions J through N.
- Chapter 9, Practice Exercises 1, Organic Foods Corporation, page 604 (File: e09p1Downtown) – do only steps A, B and C.

You can also download the starter files from the class website (go to the Excel page and download the Excel Homework Files zipped folder).

Grading and Submission:

- You must follow the specified layout exactly to get full credit.
- You must include all elements in the assignment to get full credit – your grade will be lower if you fail to include some required part of the assignment.
- Although you are not graded on being able to save or print these documents, be sure that you can do these things – they may be required for the test.
- **No, I don't want this on paper**, but please do any required page setup – margins, headers, footers, print areas, etc.
- Completed documents must be e-mailed to me as Excel attachments by the due date using the academic student e-mail.
- Timeliness of submissions will be determined by e-mail date & time stamp. You will receive a confirmation e-mail from me stating that I have received your assignment. If you do not receive a confirmation e-mail, I did not get your assignment and the late assignment policy is in effect.