

## CCSI 1200 / ASSC 1000 Assignment #3

**Due date:** Monday, October, 26<sup>th</sup>, 2:30pm.

**Hand in:** This assignment must be submitted electronically, on Dalhousie BLS with the assignment dropbox (**not by BLS email!**), and not as hard copy in class. You must submit the Office files, not PDFs.

**Notes:**

- Read the Dalhousie Policy on Plagiarism.
- All course assessments including labs, assignments and exercises must be handed in on time by the specified due date. Work handed in late will not be considered and will be graded zero.
- All grades for all assessments are final and not subject to negotiation. Changes to grades will only be made when an error has been made in the addition of marks.
- Answers will be graded on quality and completeness.
- If you're comfortable doing this without help from the TA, you may do it on your own. In that case, you do not need to attend a lab session, your work will be verified based on your submitted document. But, you will not be given any additional help if you do not attend your lab!

**Weighting in Course = 8%**

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For the following questions you can find any required source materials (text, images, etc) on the course webpage or in the Student Resource CD that comes with *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. A copy of the book will be available for short term loan at the library circulation desk.

**Part I: [20 marks]** In this part, you are to complete Project 9D – Tires as described in *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. In this project you will:

1. Design a worksheet
  2. Construct formulas for mathematical operations
  3. Format percentages and move formulas
  4. Create a Pie Chart and a Chart Sheet
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**Part II: [20 marks]** In this part, you are to complete Project 10F – Venue Revenue as described in *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. In this project you will:

1. Enter dates, clear contents, and clear formats
  2. Design a worksheet for *What-If Analysis*
  3. Perform *What-If Analysis*
  4. Compare data with a line chart
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**Part III: [20 marks]** In this part, you are to complete Project 11G – Opals as described in *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. In this project you will:

1. Use SUM, AVERAGE, MEDIAN, MIN AND MAX functions
2. Use COUNTIF and IF functions and apply conditional formatting
3. Use a Date function
4. Freeze panes and create an Excel table
5. Format and print a large worksheet
6. Use financial functions
7. Use Goal Seek
8. Create a data table