

CS 104 - Software Applications
Fall 2008

Assignment 04 – Getting Started With Excel

Due: Wednesday, Oct 8th.

Read Word Tutorial 4 & Excel Tutorial 1.

Work through Case Problem 3 starting on page EX 52.

Save your document using the filename given in each exercise.

Modify the file name such that it is in the following format:

CS104-A04- **YOURNAME-FILENAME**

YOURNAME should be your name & **FILENAME** should be the original name indicated in the assignment. For instance, if the text said to save the file as **A Plus Report.docx** my final filename would be:

CS104-A03-Jonathan Pikalek-A Plus Report.docx

Upload the file to Moodle.

The case problem will be graded using the following rubric:

Description	Pts
The Documentation sheet contains the title, author, date, and purpose of the workbook	1
The workbook contains three sheets: Documentation, Plant Directory, and Production History	2
In the Plant Directory sheet, cells A1:A2 contain the correct text	1
The rest of the Plant Directory sheet contains the text shown in Figure 1-38	1
The width of column B is 15 characters, column C is 30 characters, and D is 16 characters	1
In the Production History sheet, the width of column A is 23 characters and the width of columns B-F is 14 characters	1
Cells B7:F7 and A8:A11 contain the correct text	1
Cells B8:F8 use the SUM function to calculate sum of production values for each plant	2
Cell B5 sums the values in cells B8:F8	2
Cells B9:F9 contain formulas with the AVERAGE function to calculate the average production of each plant	2
Cells B10:F10 contain formulas with the MAX function to calculate the maximum production of each plant	2
Cells B11:F11 contain formulas with the MIN function to calculate the minimum production of each plant	2
File name is correct	1
No typographical errors have been introduced	1
TOTAL POSSIBLE POINTS:	20