

CS 104 - Software Applications
Fall 2008

Assignment 06 – Getting Started With Excel
Due: Wednesday, Oct 22.

Read Excel Tutorials 4 & 5.

Work through Case Problem 2 starting on page EX 274.

Save your document using the filename given in each exercise.

Modify the file name such that it is in the following format:
CS104-A06-**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 **Ring Farm.xlsx** my final filename would be:

CS104-A06-Jonathan Pikalek-Ring Farm.xlsx

Upload the file to Moodle.

The case problem will be graded using the following rubric:

Description	Pts
The filename is correct	1
The Documentation sheet includes the company name, the student's name, the date, and the purpose of the workbook	1
The Expenditures worksheet contains an Excel table named Checkbook	1
The Expenditures worksheet is sorted in ascending order by Category, then by Description, and then by Date Paid	2
The Q5 worksheet is a copy of the Expenditures worksheet	1
Q6 is a copy of the Expenditures worksheet filtered to display all expenditures for Equipment and Repairs in December	2
Q7 is a copy of the Expenditures worksheet filtered to display all checks written to payee with the word vet in the description	1
The Q7 worksheet includes a total amount at the bottom of the table	2
Q8 is a copy of the Expenditures worksheet that uses conditional formatting to apply a Yellow Fill with Dark Yellow text to all outstanding checks	2
Q9 is a copy of the Expenditures worksheet that includes a total Amount for each category	2
A new worksheet contains a PivotTable that summarizes expenditures by Category and month	2
The new worksheet also contains a PivotChart with a Clustered Column chart	2
The last worksheet contains a PivotTable that contains the data shown in Figure 5-52 and is sorted in descending order by Amount	2
No typographical errors have been introduced	1
TOTAL POSSIBLE POINTS:	20