

## Assignment 1

(Due by **the beginning of the class on 9/22/2010/Wednesday**)

Your name:	Score:
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Reading and Practices (*no submission required*):

- Reading the following parts of Microsoft OFFICE textbook and practice with MS-Office:
  - Unit B: pages 25-43
  - Unit C: pages 49-65
- File management (in class)
- In-class Excel practices (handouts given in class):
  - Car-B-Clean
  - Salem State Expenses
- SAM warming-up practices:
  - Create SAM account (you must have purchased SAM key code)
    - Check the link on the course website
  - SAM demos (in class)
- SAM practice:
  - Complete the Practice *Excel Unit G Training* assignment

**Complete the following exercises and submit your work:**

- Microsoft Office Textbook:
  - **Unit G Steps (pages 151-169)**
  - (print out your completed file)
- SAM exam:
  - **Excel Unit G Exam on SAM**
  - (Online exam and online submission at SAM)