

Assignment 2

(Due by **the beginning of the class on 9/29/2010/Wednesday**)

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

- Reading the following parts of Computer Concepts textbook:
 - Unit A: Computer and Internet Basics (pages 1-17)
 - Unit B: Computer Hardware (pages 25-43)
- In-class Excel practices:
 - J.B. Smyth Publishers (available from CS department's **R:** drive)
- SAM practice:
 - Complete the Practice *Excel Unit H Training* assignment

Complete the following exercises and submit your work:

- Microsoft Office Textbook:
 - **Unit H Steps (pages 179-195)**
 - (Print out your completed file. You need data file for this project. The Data file can be downloaded from the course website—will be shown in class)
- SAM Projects:
 - **Illustrated Excel Unit A: Independent Challenge 1**
 - **Illustrated Excel Unit B: Independent Challenge 1**
 - (***Important:*** download the ***work*** and ***instruction*** files from SAM and submit your solution to SAM—***READ the instructions CAREFULLY!!!***)
- SAM exam (***optional—for Bonus***):
 - **Excel Unit H Exam on SAM**
 - (Online exam and online submission at SAM—***before taking the exam, do the accompanying Training exercise first!***)