

## Assignment 3

(Due by **the beginning of the class on 10/6/2010/Wednesday**)

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

- SAM practice:
  - Complete the Practice *Excel Unit I Training* assignment

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

- Microsoft Office Textbook:
  - **Unit I Steps (pages 204-219)**
  - (*Print out your completed file and staple with this question paper*)
  - (You need data file for this project. The Data file can be downloaded from the course website or CS department's **R**: drive—will be shown in class)
- SAM Projects:
  - **Illustrated Excel Unit D: Independent Challenge 1**
  - (***Important:*** download the *work* and *instruction* files from SAM and submit your solution to SAM—***READ the instructions CAREFULLY!!!***)
- SAM exam:
  - **Excel 2007 Unit I Exam**
  - (Online exam and online submission at SAM—*before taking the exam, do the accompanying Training exercise first!*)
- SAM Capstone Project-***this project is worth 5% of your final grade!!!***
  - **Assessment B-Spreadsheets SAM 2007 Excel Capstone Project**
  - (***Important:*** download the *work* and *instruction* files from SAM and submit your solution to SAM—***READ the instructions CAREFULLY!!!***)
  - (This capstone project will account for **5% of your final grade**—that is, if you have *not* completed this project, *the maximum score for the semester is only 95/100!!!!*)