

# Spreadsheet Application 247

## Chapter 1

Updated 08/21/04

- Tuesday, August 22, 04      Discussion of the Course Syllabus and Introduce Chapter 1  
– Intro to Microsoft Excel: What is a Spreadsheet?
- Assignment:** By August 23, 04 purchase a textbook and a 250MB zip disk. Study pages XI to the end of page 10. Send an email to: [roger.Kilwein@dickinsonstate.edu](mailto:roger.Kilwein@dickinsonstate.edu) and type **your name** as the Topic and again in the message.
- Thursday, August 24, 04      Download the **student data disks** and **Powerpoint lectures** from: <http://www.prenhall.com/grauer/winxp/student.html> to your zip disk. (Drive D)
- Assignment:** By August 28 complete **Hands - on Exercise 1** - pages 11 - 21 (**J1**) (**3 points**) and **Hands - on Exercise 2** - pages 22 – 35 (**J2**) (**3 points**).
- Tuesday, August 28, 04      **Assignment:** By August 30 complete **Hands – on Exercise 3**, pages 36 – 46 (**J3**) (**3 points**) and **Hands on Exercise 4**, pages 47- 52. (**J4**) (**3 points**).