

Spreadsheet Applications 247

Chapter 7

November 25, 2001

- Tuesday, November 27, 01 **Assignment:** By the next class period read Chapter 7, pages 289-304 and complete (J22) Open: <U:\Kilwein\Macros\J22> Name the database “Database” and one criterion “AccountRep” and another criterion “Manager” and the third criterion “Trainee”. Also, put Account Rep, Manager, or Trainee under “Title” where appropriate. Last, create macros for D36 to D41. Each macro must have a shortcut key. The macro must be demonstrated to me during class no later than Dec. 4. (10 Points)
- Thursday, November 29, 01 **Assignment:** By the next class period complete (J23) exercise 1, pages 292 –304. (3 points) and complete (J24) exercise 2, pages 304 –312. (3 points).
- Tuesday, December 4, 01 **Assignment:** By the next class period complete (J25) exercise 3, pages 313 –321 (3 points).
- Thursday, December 6, 01 **Assignment:** By the next class period complete (J26). Create a Power Point presentation with 20 slides. You will not get 10 points just for having any 20 slides, but you must have a well-planned presentation that delivers a message in sequential order. You must also insert 2 pictures and 2 animations as part of your presentation. (10 points).
- Tuesday, December 11, 01 Complete PowerPoint Slides. Demonstrate your power point slide show to me during class.
- Thursday, December 13 Demonstrate the power point slide show to me during class. Review for the final.
- Final Exam 2 to 4 p.m., Monday, December 17, 01.