

# Spreadsheet Applications 247

## Chapter 3

Updated: 10/12/04

**Note: Beginning with job 10, all assignments are to be centered vertically and the name and job number must be printed (not handwritten) on the bottom left of the page.**

- Thursday, September 23, 04      **Assignment:** By the next class period: Read pages 109 -114 and complete (J10) - Exercise 1, pages 115 –123, (5 points). Also complete (J11) - Exercise 2, pages 124 - 142) (5 points)
- Tuesday, September 28, 04      **Assignment:** By the next class period complete (J12) - Exercise 3, pages 143 - 152 (5 points).
- Thursday, September 30, 04      **Assignment:** By the next class period: Complete (J13) - Practice Exercises 1, 2 pages 156 – 157 and staple together. (5 points).
- Tuesday, October 5, 04      **Assignment:** By the next class period: (J14) - Practice Exercise 3, (5 points). Also complete (J15) - Practice Exercises 5 & 7, pages 160 – 161 (5 points).
- Thursday, October 7, 04      Review for exam on Chapter 3
- Tuesday, October 12, 04      Review

### Formulas to study

Weighted average

If statement to add a bonus or deduct a penalty

Vlookup

Rank

IPMT to determine amount paid toward interest on a loan

PPMT to determine amount paid toward principal on a loan

Determine the balance of a loan

Know how to copy numbers

Know how to copy formulas and use \$ to lock a position when copying

Go to U:\Kilwein\Spreadsheet\Review for Chapter 3 and make sure you

Know how to do these formulas.

Thursday, October 14, 04      Exam over Chapter 3

Tuesday, October 12, 04

Exam on Chapter 3