# Assignment Sheet for Exploring Microsoft® Excel® 2019

Chapter 2

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Student Deliverable**  (example: e02b1Tips\_LastFirst) | **Assignment** | **Due Date** | **Total Points** | **Student Score** |
| Study the text and perform the steps for Hands-On Exercise 1 | Hands-On Exercise 1  Formula Basics |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Function Basics |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in e02h3Loans\_LastFirst | Hands-On Exercise 3  Logical, Lookup, and Financial Functions |  |  |  |
| **End-of-Chapter Assessments** | | | | |
| Complete the Key Terms Matching and Multiple Choice | As directed by your instructor |  |  |  |
| Study the text and complete Practice Exercise 1, turn in e02p1AutoSales\_LastFirst | Practice Exercise 1  Hamilton Heights Auto Sales |  |  |  |
| Study the text and complete Practice Exercise 2, turn in e02p2Realty\_LastFirst | Practice Exercise 2  Garten Realty |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in e02m1Payroll\_LastFirst | Mid-Level Exercise 1  Metropolitan Zoo Gift Shop Weekly Payroll |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in e02m2SmartPhone\_LastFirst | Mid-Level Exercise 2  Smartphone Upgrade |  |  |  |
| Study the text and complete Running Case, turn in e02r1NCCTS\_LastFirst | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in e02d1CarLoan\_LastFirst | Disaster Recovery  Auto Finance |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in e02c1Appliances\_LastFirst | Capstone Exercise  W.C. Hicks Appliances |  |  |  |