**Excel 3 Assignment – ISM3011**

Ask before/after/during class or come into office/online hours if you have questions on any of this. R*efer to the syllabus on Academic Dishonesty and group/individual work and allowable help for all projects – also remember it’s your responsibility to protect your work.*

Before you start -- read this whole assignment and use an optional text and/or review the tutorials as necessary.

* As a scenario, imagine you are at an interview, and you are asked to show a workbook that you use **in your daily life** that demonstrates your Excel skills.
* To do this, you’re going to create a workbook with at least 2 worksheets. It can be something to keep track of your hobbies (baseball, football, movies, fitness, nutrition), your budget, a small home business, etc.
* Be sure to incorporate the following skills in appropriate ways. This should not be a random demo of skills. The idea is to use your workbook to incorporate techniques in ways that make sense with your data and project. We’ll be reviewing the project to look at Excel techniques, but ***more importantly to see how they were used to analyze the data or work with the data for decision making.***
* ***This should not look just like the Excel 1 or Excel 2 project.***

**Part 1: Start with a blank workbook / worksheet**. Name it with your last name, first initial and \_3EX. Something like WarnerB\_3EX

**Part 2: Figure out what you want to do for your project and what your data will look like.** Do not use an existing workbook or worksheet to start your project. If you are using data from another source, copy and paste the data into your blank workbook and include the source in your documentation. Your data should have at least 50 rows and 5 columns.

**Part 3: Think about your project. What you want to show, how you will use the skills below in a way that makes sense.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills to incorporate** | | | |
| 1. Wrapped titles that stay wrapped when column width increased | 1. Named tabs w/ color added | 1. Chart w/gradient, color font, background | 1. Date function – so date changes when worksheet is opened |
| 1. Named range | 1. Vlookup w/iferror | 1. IF function | 1. Color borders |
| 1. Color fonts | 1. Merge & centered data | 1. Conditional formatting | 1. Note or comment feature |
| 1. Shape feature | 1. Worksheet protection | 1. Data validation | 1. Calculation formulas |
| 1. Sorted data | 1. 2 pivot tables, 1 with a chart | 1. 2 filtered worksheets | 1. Data formatted, aligned - consistent, attractive |

**Part 4: When you have fine-tuned your project, create your documentation in Word**

* Name your Word document with your last name, first initial and \_3EX Documentation,   
  ex: WarnerB\_3EX Documentation.docx
* Include a title with your name, project name and date
* Paragraph 1: Describe your data, # of rows and columns, what is in the data and where you got it.
* Paragraph 2: Describe what your worksheet(s) do
* Table: Describe each skill – in alphabetical order and where and how you used it. Use a table like this:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill letter** | **Skill** | **Used in which worksheet** | **Used in which cells** | **How used** |
| a | Wrapped titles…. | Budget categories | Column headings, row 1 | I used this to identify what is in each column and used the wrap format |
| b | Named tabs w/ color | All worksheets | tabs | Identifies and highlights what each worksheet contains |
| c | Sorted data | Budget items | A2:J100 | Sorted my budget items by date |
| Etc. |  |  |  |  |

Check your formulas, be sure they are correct and make sense. For example, if you are subtracting 2 numbers don’t use the SUM formulas (sum is for adding). Excel may figure out what you mean, but we want the formulas to be used correctly (show that you understand how to use them).

**Part 5: Submit the Workbook and Word document to Canvas**

* Office/online hours get busy as deadlines approach. If you procrastinate and wait until the last days to work on your project, you may not be able to get all the help you want.
* The only way we can fairly grade the projects is if we check for each requirement. Please go through the instructions before you submit & be sure you have done each one correctly, so you don’t miss out on points. Compare your solution to the project overview.
* Submitting:
  + Remember to leave all of the internal file properties intact for your project, if they are modified or deleted, you project won’t be accepted (see syllabus for more on this).
  + Read and follow the instructions in the Assignments section of Canvas on uploading and checking your upload. If you follow these instructions, you can ensure that your project is uploaded correctly (and is the correct project). Be sure that Access / Excel are closed before you try to upload your project files.
  + If your project doesn’t upload correctly before the due date, it will be considered late and be assessed the late penalty – even it was finished on time. This is the only way we can ensure that students check their Canvas submissions.
* Technology problems relating to your home computer (Windows based or Mac), internet connection or slow Canvas access are not valid excuses for late/missing work, unless Canvas is down for 6+ hours on the due date. Computers at USF computer labs and the library are available; leave enough time to access them as needed. Also give yourself enough time that if a TA can’t answer a question, you’ll have time to contact me during office hours or online hours & I can either help you or make an allowance in your grade. If you wait until the last weekend, I may not be able to do either.