Econ. 139 - Homework Requirements using Microsoft Office Excel 2007:

Your answers to all homework questions must be typed using Excel.

If you are not familiar with Excel, you can take advantage of additional office hours in the Accounting Computer Lab during the first two weeks of class. Beyond that, you will need to take the initiative to learn most of the basic functions of the program on your own. Instructional Computing offers software workshops on Excel every quarter. You can view the schedule at http://training.ic.ucsb.edu/workshops/.

When completing your assignments, you must use formulas and the linking of cells where appropriate. For example, formulas must be used to perform any mathematical function, such as to add, subtract, multiply, or divide.

Each assignment is worth 20 points, with 10 points being allocated to format and proper use of Excel, including the use of formulas, and the remaining 10 points for the correct answer.

When you submit each assignment for grading you will need to print and turn-in separate pages for the following:

1. Answers clearly labeled and properly formatted.
2. Answers clearly labeled and properly formatted with all formulas displayed.

In order to print your answers with the formulas displayed, you will need to:

• **First**, copy the sheet in 1. above over to a second sheet in the current workbook. To copy a sheet, hold down CTRL, and then drag the sheet; release the mouse button before you release the CTRL key.

• **Second**, on the copied sheet, click the FORMULAS tab in the ribbon menu, click the Show Formulas button (see illustration below). This second sheet should now display the formulas. If necessary, adjust the width of each column so the entire formula is visible.

• **Last**, type your name on both sheets, print both sheets and turn-in. **NOTE**: before you print the page with the formulas, change the print settings so the column letters and row numbers print. To change the print settings, first click the PAGE LAYOUT tab in the menu ribbon, then check the boxes for Print under Gridlines and Print under Headings (see illustration below). This will print the row and column headings so the formulas will be easily interpreted.

If you have any questions about these requirements, be sure to ask for clarification in class. You will lose points for not following instructions.

Being reasonably proficient in the use of Excel is important in many professions, especially accounting.