

Computer Concepts - Quarter 2 - Week 2 Assignment

First Name _____ Last _____ 11/19/2024 _____

			Initial
Complete the following			
Read	5.1	Introduction to Excel	_____
Watch	5.1.1	Introduction to Excel	_____
Read	5.1.2	Excel Tasks Overview	_____
Read	5.2	Creating and Managing Workbooks	_____
Watch	5.2.1	Spreadsheet Basics	_____
Watch	5.2.2	Workbook Management	_____
Watch	5.2.3	Templates and Themes	_____
Watch	5.2.4	External Data	_____
Watch	5.2.5	Online Data	_____
Read	5.2.6	Workbook Management Facts	_____
Do	5.2.7	Skill Lab: Create and Manage Workbooks	_____
Do	5.2.8	Challenge Lab: Create and Manage Workbooks	_____
Read	5.2.9	Workbook Management Tips	_____
Do	5.2.10	Applied Lab: Organize Budget Worksheets	_____
Do	5.2.11	Applied Lab: Import & Organize Research Data	_____
Read	5.3	Organizing and Entering Data	_____
Watch	5.3.1	Deleting and Clearing Cells	_____
Watch	5.3.2	Copy and Paste Options	_____
Watch	5.3.3	Large Data Sets	_____
Read	5.3.4	Data Entry Facts	_____
Do	5.3.5	Skills Lab: Organize and Enter Data	_____
Do	5.3.6	Challenge Lab: Organize and Enter Data	_____
Read	5.3.7	Data Entry Tips	_____
Do	5.3.8	Applied Lab: Enter Survey Results Data	_____
Do	5.3.9	Applied Lab: Organize Sales Data	_____

Instructor Email - sbernard@homelinkyakima.com
Bring your assignment sheet with you each week