

Schedule of Due Dates for Spring 2012

New Perspectives on Microsoft Excel

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Office Hours: Online Wednesday 11:00 - 11:50 AM

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D2L email will be checked daily; Monday through Friday

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Session	Date	Topic/Tutorial	Assignments	Due Date for Case Problems
1	1/17	Tutorial 1: Getting Started with Excel	Case Problems: # 1 & 2, pgs. EX 50-53	1/23
2	1/23	Tutorial 2: Formatting a Workbook Quiz #1: Tutorial 1 & 2 <i>Quiz Released: Saturday-1/28</i> <i>Due By: Monday-1/30, 3pm</i>	Case Problems: # 1 & 2, pgs. EX 109-112	1/30
3	1/30	Tutorial 3: Working with Formulas and Functions	Case Problems: # 2 & 3, pgs. EX 165-167	2/06
4	2/06	MIDTERM EXAM: <i>Released on Wednesday, 2/08</i> <i>Due: Sunday, 2/12- 3PM</i> Begin Working on: Excel Lab Project Due: Wednesday 2/29		Midterm Exam: 2/08-2/12, 3PM
5	2/13	Tutorial 4: Enhancing a Workbook with Charts & Graphics Quiz #2: Tutorial 4 <i>Quiz Released: Saturday-2/18</i> <i>Due By: Monday-2/20, 3pm</i>	Case Problems: #1 & 2, pgs. EX 224-226	2/20
6	2/20	Tutorial 5: Working with Excel Tables, PivotTables, and PivotCharts Quiz #3: Tutorial 5 <i>Quiz Released: Saturday- 2/25</i> <i>Due By: Monday- 2/27, 3pm</i>	Case Problem: 1 & 2, pgs. 294-297	2/27
7	2/27	Tutorial 6: Managing Multiple Worksheet and Workbooks Excel Lab Project Due: Wednesday, 2/29, 10pm	Case Problem: #1 & 2, pgs. EX 354 -EX356	3/05
8	3/05	FINAL EXAM: <i>Released on Wednesday, 3/7</i> <i>Due: Sunday, 3/11- 3PM</i> <i>Last Day of Online Session: March 12, 10pm</i>		Final Exam: 3/07-3/11, 3PM