

Project	<ol style="list-style-type: none"> 1. Read chapter one, pages 585 – 664, “Creating a Worksheet and Charting Data” 2. Submit answers to questions on pages 666 – 667. 3. Perform and submit project 1A – Tableware. 4. Perform and submit project 1B – Gas Usage.
Deliverables:	<ol style="list-style-type: none"> 1. Answers to questions on pages 666 – 667. 2. Project 1A – Tableware 3. Project 1B – Gas Usage
Notes	<ol style="list-style-type: none"> 1. File data files for projects 1A and 1B are in Shortcut to Student Resource CD 01_student_data_files excel_chapter_01
Instructions:	<ol style="list-style-type: none"> 1. Create a cover page containing your author identification. 2. Create a separate, single page containing the answers to the exercises on pages 666 and 667 of your text. 3. Complete project 1A and store the document file in folder p08. 4. Complete project 1B and store the document file in folder p08. 5. Compile your assignment <ol style="list-style-type: none"> 5.1. Put the cover sheet on top 5.2. Put the answers to exercises next 5.3. Put project 1A next. 5.4. Put project 1B last. 5.5. Staple all the pages of your assignment together. 6. Submit your assignment at the beginning of the class session in which it is due. 7. Save your cover page and assignment on your USB Flash Drive. Put your cover page and assignment in folder p08.