Welcome Excel experts! Now that you have completed the Excel portion of lab, it is time to take a comprehensive look at using what you have learned. Below is the description of Class Project 5.

Version 1.0 – Initial version

If updates to this document are required, the version number will be updated appropriately. It is the student’s responsibility to ensure his or her submitted document adheres to the latest version. Any changes to this document will be announced on the RamCT discussion board along with a description of the changes.

PURPOSE

The purpose of Class Project 5 is to bring together all the different activities you have learned from both Excel sections.

The Excel project is similar to the Word and PowerPoint projects in that you download the Excel Class project from Simnet, execute the instructions associated with the project, and check it back into Simnet to be graded. Simnet grades the projects as soon as you check them in – so you can immediately see your score. We are giving you two chances for the project – you will be able to check in the document once, get your grade, fix it, check it in the second time, and receive a grade for the second time. We will take the greater of the two scores.

REQUIREMENTS

The path to get to the Excel Class Project is as follows:

To Do > Excel Project

OR

Projects > Excel Project

Once you open the Excel Class Project, you can download the appropriate files and submit your document once you have completed the instructions. If you are sharing a computer with someone, be sure you download the files into a separate folder on that computer and use only those files. Simnet records who downloaded what files and checks that the person checking them back in is the same as the one that checked them out.

Download all files and save them to the computer in the same folder so that they are easy to access. BE SURE to either download the files one at a time into the folder, or to unzip them into the folder. If you do not unzip them, you will not be able to access a couple of the required files inside the project. If you do not know how to use unzip, simply create a folder on your desktop and drag the files one at a time into that folder.

It is important that everyone do their own work – even the part of copying the files onto a shared machine. It is not acceptable to use any part of someone else’s work. If you use someone else’s downloaded files, you and they will get a zero on the project.
The instructions for the Excel Class Project will be included in the documents that it tells you to download, the title of the instruction document is: **EX2013-Capstone-Level3-instructions**

### HINTS

**NO late period for this project**

**ASK A TA FOR HELP IF NEEDED**

- #6e. The title is the Top’t Corn Sales (July).

**Figure 1: Title for Trucks worksheet**

- #8 You need to select data first before inserting the pie chart. Do not hold down CTRL until you have the first part of the data selected.

- #9c. You can use any data labels.

- #12 You do not need to print, just change the settings. Make sure you do not have any of the charts selected.

- #13h. Make sure all elements are in the same units. You do not need a type.

- #14 To copy the workbook you can drag the “Tysonstore” to your current workbook or right click on the “Tysonstore” tab and use the move or copy dialog.

**Figure 2: After you’ve right clicked on the tab you want to copy...**

- #17 Select A3:D120 to create the table.