

Case Problem 2

Data File needed for this Case Problem: House.xlsx

Tidy House Every two weeks, Tierra Waggoner collects payroll information for the employees who work at her housekeeping business in Terre Haute, Indiana. The worksheet with the information is sent to a payroll service that generates the paychecks. Tierra has started to collect the information, but she needs you to clean up the data before she sends it to the payroll service. Complete the following:

1. Open the **House** workbook located in the ExcelA > Case2 folder included with your Data Files, and then save the workbook in the Excel Workbook format as **Housekeeping** in the location specified by your instructor.
2. In the Documentation worksheet, enter your name and the date.
3. In the Employee Hours worksheet, create an Excel table named **EmployeeTbl** with a blue table style.
4. Split the data in the Name column into two columns. Store the first name data in column A and the last name data in column B. Change the column headers to **First Name** and **Last Name**, respectively.
5. Split the data in the City, State Zip column into three columns. Store the city data in column D, the state data in column E, and the zip codes in column F. (Hint: First split the data into four columns: City, comma, State, Zip. Then, delete the column with the comma.) Change the column headers to **City**, **State**, and **Zip**, respectively.
6. Use functions as needed to change the data in the City and State columns to use standard capitalization. (Hint: Remember to copy the data as values and remove any unnecessary columns.)
7. Apply the Social Security Number format to the data in the SS Number column.
8. Use a function to change the data in the Type of Work column so that it is all lowercase. (Hint: Remember to copy the data as values and remove any unnecessary columns.)
9. Apply a custom format to the data in the Hourly Rate column that shows two decimal places.
10. Apply a custom format to the data in the Overtime Hours column so that full hours display only significant digits and partial hours display two digits whether significant or insignificant. (Hint: Refer to Figure A-11 to see a description of the digit placeholders used in custom formats for values.)
11. Save the workbook, and then close it.

Answer To Tutorial 3 Case Problem 2

Peter Fenrich



Answer To Tutorial 3 Case Problem 2:

New Perspectives on Microsoft Excel 2000 June Jamrich Parsons, Dan Oja, Roy Ageloff, 1999 Part of the New Perspectives series this text offers a case based problem solving approach for learning the basic features of Microsoft Excel 2000

Creating Web Pages with HTML, XHTML, and XML Patrick Carey, 2006 This second edition from the New Perspectives series provides comprehensive step by step instruction on coding Web pages from scratch using HTML XHTML and XML Offering new case problems tutorials and a new appendix on Web accessibility and Section 508 compliance this text keeps students up to date on the latest in coding Web pages

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First Principles of Instruction M. David Merrill, 2012-10-06 This handy resource describes and illustrates the concepts underlying the First Principles of Instruction and illustrates First Principles and their application in a wide variety of instructional products The book introduces the e3 Course Critique Checklist that can be used to evaluate existing instructional product It also provides directions for applying this checklist and illustrates its use for a variety of different kinds of courses The Author has also developed a Pebble in the Pond instructional design model with an accompanying e3 ID Checklist This checklist enables instructional designers to design and develop instructional products that more adequately implement First Principles of Instruction

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Line Harry L. Phillips, Eric Skagerberg, 2001 Part of the New Perspectives Series this text offers a case based problem solving approach to learning basic through advanced Microsoft DOS skills

Cost-Justifying Usability Randolph G. Bias, Deborah J. Mayhew, 2005-05-09 You just know that an improvement of the user interface will reap rewards but how do you justify the expense and the labor and the time guarantee a robust ROI ahead of time How do you decide how much of an investment should be funded And what is the best way to sell usability to others In this completely revised and new edition of Cost Justifying Usability Randolph G Bias University of Texas at Austin with 25 years experience as a usability practitioner and manager and Deborah J Mayhew internationally recognized usability consultant and author of two other seminal books including The Usability Engineering Lifecycle tackle these and many other problems It has been updated to cover cost justifying usability for Web sites and intranets for the complex applications we have today and for a host of products offering techniques examples and cases that are unavailable elsewhere No matter what type of product you build whether or not you are a cost benefit expert or a born salesperson this book has the tools that will enable you to cost justify the appropriate usability investment Includes contributions by a host of experts involved in this work including Aaron Marcus Janice Rohn Chauncey Wilson Nigel Bevan Dennis Wixon Clare Marie Karat Susan Dray Charles Mauro and many others Includes actionable ideas for every phase of the software development process Includes case studies from inside a variety of companies Includes ideas from the other side of the table software executives who hold the purse strings who offer thoughts on which proposals for usability support they ve funded and which ones they ve declined

Introduction to Engineering Programming

Mark Austin, David Chancogne, 1999-03-22 Zur Programmierung naturwissenschaftlicher und ingenieurtechnischer Anwendungen setzten sich anstelle von Fortran zunehmend C Matlab und Java durch Dem Rechnung tragend pr sentieren die Autoren hier ein Buch das C f r Anf nger der Ingenieurstudieng nge aufbereitet ohne bertrieben gro en Wert auf die informatikspezifischen Aspekte zu legen Die zahlreichen Codebeispiele sind auch in elektronischer Form erh ltlich 12 98

Creating Instructional Multimedia Solutions Peter Fenrich, 2005

Business Process Management

Workshops Danilo Ardagna, Massimo Mecella, Jian Yang, 2009-06-07 Constitutes the refereed post workshop proceedings of 9 international workshops held in Milano Italy in conjunction with the 6th International Conference on Business Process Management BPM 2008 in September 2008 *Human Computer Interaction Handbook* Julie A. Jacko, 2012-05-04 Winner of a 2013 CHOICE Outstanding Academic Title Award The third edition of a groundbreaking reference The Human Computer Interaction Handbook Fundamentals Evolving Technologies and Emerging Applications raises the bar for handbooks in this field It is the largest most complete compilation of HCI theories principles advances case st Silence in Intercultural Communication Ikuko Nakane, 2007 How and why is silence used interculturallly Approaching the phenomenon of silence from multiple perspectives this book shows how silence is used perceived and at times misinterpreted in intercultural communication Using a model of key aspects of silence in communication linguistic cognitive and sociopsychological and fundamental levels of social organization individual situational and sociocultural the book explores the intricate relationship between perceptions and performance of silence in interaction involving Japanese and Australian participants Through a combination of macro and micro ethnographic analyses of university seminar interactions the stereotypes of the silent East is reconsidered and the tension between local and sociocultural perspectives of intercultural communication is addressed The book has relevance to researchers and students in intercultural pragmatics discourse analysis and applied linguistics

Transforming High Schools Through RTI Jeremy Koselak, 2013-12-04 Simplify your approach to implementing Response to Intervention RTI and make strides toward improved achievement in your high school In this book experienced educator Jeremy Koselak shows high school leaders how to attain measurable results through a framework of tiered dynamic intervention strategies known as RTI With an awareness of the challenges unique to implementing RTI in high schools the author explains many of the best policies for continuous improvement Strategies highlight essential steps for successfully implementing RTI and present a pathway for avoiding common pitfalls Unique features of this book include An updated synthesis of high school level RTI recommendations derived from an assortment of research A frank discussion on the practical concerns and limitations associated with implementing RTI in high schools An illustration of how to embed data based decision making into a school s culture Templates and figures demonstrating high school samples Reflections and case studies for actual high schools And more **Illustrated Study Guide for the NCLEX-RN® Exam EBook** JoAnn

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Lotus 1-2-3 Release 2.3 Diane Zak, 1992-03 **Knowledge Visualization and Visual Literacy in Science Education** Ursyn, Anna, 2016-05-31 Effective communication within learning environments is a pivotal aspect to students success By enhancing abstract concepts with visual media students can achieve a higher level of retention and better understand the presented information Knowledge Visualization and Visual Literacy in Science Education is an authoritative reference source for the latest scholarly research

on the implementation of visual images aids and graphics in classroom settings and focuses on how these methods stimulate critical thinking in students Highlighting concepts relating to cognition communication and computing this book is ideally designed for researchers instructors academicians and students **ECEL2004-3rd European Conference on E-Learning** D. Remenyi,2004-01-01 **Software Architecture** Antónia Lopes,Rogério de Lemos,2017-08-24 This book constitutes the proceedings of the 11th European Conference on Software Architecture ECSA 2017 held in Canterbury UK in September 2017 The 9 full papers presented together with 12 short papers and one keynote talk were carefully reviewed and selected from 54 submissions They are organized in topical sections on Software Architecture Analysis and Verification Software Architecture Evolution Automatic Generation Architectural Decisions Software Architecture Practice **Diagrammatic Representation and Inference** Alan Blackwell,Kim Marriott,Atsushi Shimojima,2004-07-16 Although diagrammatic representations have been a feature of human communication from early history recent advances in printing and electronic media technologyhaveintroducedincreasinglysophisticatedvisualrepresentationsinto everyday life We need to improve our understanding of the role of diagrams and sketches in communication cognition creative thought and problem solving These concerns have triggered a surge of interest in the study of diagrammatic notations especially in academic disciplines dealing with cognition computation and communication We believe that the study of diagrammatic communication is best pursued as an interdisciplinary endeavor The Diagrams conference series was launched to support an international research community with this common goal After successful meetings in Edinburgh 2000 and Georgia 2002 Diagrams 2004 was the third event in the series The Diagrams series attracts a large number of researchers from virtually all academic fields who are studying the nature of diagrammatic representations their use in human communication and cognitive or computationalmechanismsforprocessingdiagrams Bycombiningseveralearlier workshop and symposium series that were held in the US and Europe Reasoning with Diagrammatic Representations DR US Thinking with Diagrams TWD Europe and Theory of Visual Languages TVL Europe Diagrams has emerged as a major international conference on this topic

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