

Computer Instruction
MS Office Products Quick Quiz

Name: _____

DO NOT BE ALARMED – This is only being used to check your individual knowledge of Powerpoint, Excel, and/or MS Word.

(** If you have questions do not hesitate to ask)

POWERPOINT:

Recall from our “Meet the Instructors” morning session, I mentioned steps to doing academic research. Do a quick presentation (i.e. Title, outline, etc.) on the steps I mentioned in doing good research.

In addition I want you to insert a slide with a pie chart that shows the following:

30% of the time Researching/Reading articles

50% doing your own work

20% writing up and presenting your work to others

**If you only end up with a TOTAL of 3 slides it is not enough. TRY HARDER :)

EXCEL:

1. Import the data from the following file:

<http://www.cs.wisc.edu/~klove/NASA/Data1.txt>

Please take note that the data is colon separated when you import the data.

- Insert one column and two rows above the imported data and place the label “External Data” in the first column of top row.
- In row A9 put the Label “Average Values”, and in A10 put “Min Values”
- for each Column in row 9 I want you to show the average values of the
- In each column of row 10 I want you to show the Minimum of the values imported data
- Plot the graph of the average values
- Place appropriate shading in the Header Cells
- Place borders around all data cells in the file (*appropriate for printing)
- Setup an appropriate print area for the file you just created

When you have completed all these tasks.... Let us see your work.