

Sept 2011

# Activation Assignment

Data Management 12

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Please complete this assignment prior to meeting with your instructor. Completion of an activation assignment is now required before students are officially enrolled in the course. The activation assignment will be included in your grading for the course.

If you have any questions about this activation assignment, please contact your instructor (info at bottom of page).

## Assignment:

**Complete** Project 1: Creating a Worksheet and an Embedded Chart – from the Shelly Cashmen book, “Microsoft Excel 2007”. This Project is available in the Material Package. The project makes use of Excel 2007 (or 2010 would work as well). You may complete this project at anyone of our Continuing Education Centres or at home if you have the software available to you.

**NOTE: There is way TOO much information in the materials... you are only responsible for the steps for making the project – they are clearly marked with the step numbers in a dark circle bullet format. Only read and do these...unless you are really interested in the rest of the reading!**

When you have finished the project, **complete Cases and Places #1** found on the last page. Note, that the quality of the internet materials are inferior to the text which you can work from at school (colour as well). If you have any questions about this assignment, please contact your instructor: [mderkсен@sd53.bc.ca](mailto:mderkсен@sd53.bc.ca) or come in to one of our Continuing Education centres.

When you have finished the activation assignment, please schedule a time to meet with your instructor to become formally registered in the course.