

How to prepare your Homework Submission

Do all the Exercises in the given chapter of the Glade Manual.

Go to the “Homework” button on the course website and select the appropriate chapter number. You will see a checklist indicating which parts of what exercises to print. Each printout must have your name and student number in the header and the worksheet name in the footer.

Assemble your print outs in the order they appear in the check list and place the Cover Page first. Staple and put it in the drop box. The drop box is located in the Lassonde Building, near the elevator. Stand in front of the elevator door, turn around and walk away from the doors and you’ll literally bump into the drop box. There is a sign on the wall and the individual slots are labeled by section.

How to create Headers and Footers

To insert headers and footers click on the “File” tab in Excel, select “Print” and then click on “Page Setup” (in small print at the very bottom of the menu). Use “Custom Header” and “Custom Footer”.

Or, select the “Page Layout” tab and then click on the box in the bottom right corner of the “Page Setup” group.

Formula View

What you normally see in Excel is called the “Data View”. The “Formula View” in effect turns the entire worksheet into text revealing the formulas entered into various cells to perform calculations. To switch to the “Formula View”, click on the “Formulas” tab and then on “Show Formulas”. To switch back, repeat.