



## **Class Exercise Introduction to Excel®**

### **Exercise Objectives**

The four main purposes of this exercise are to:

1. Demonstrate the importance of proper time management
2. Introduce the Excel® spreadsheet software
3. Introduce Excel® navigation
4. Introduce Excel® cell formatting

### **Background**

Proper time management is the single most important aspect of succeeding in advanced education. You must make time for your personal and professional responsibilities, and managing that time can be difficult. Preparing a weekly or daily schedule will help you organize your day, prioritize your tasks, and be most productive.

This lab will introduce you to Microsoft Excel®. This program is not only a useful spreadsheet tool, but also a very powerful problem solving program. This lab will introduce cell formatting, cell merging, and basic spreadsheet techniques.

### **The Assignment**

Using Excel® and the example below, create a ONE PAGE, 24-hour, 7-day schedule for you as a student at Alfred State this semester where each cell represents an hour. Fill each cell with a ONE WORD term which represents the major activity of that hour, such as: class, sleep, work, eat, workout, recreate, Internet, socialize, study, hygiene, travel, commute, laundry, clean, and sports. Centered on the top of the ONE PAGE, put a header that includes your name, date, course name, course number, instructor name, and due date.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

7-8 AM

8-9 AM

9-10 AM

10-11 AM

11-12 AM

12-1 PM

1-2 PM

2-3 PM

3-4 PM

4-5 PM

5-6 PM

6-7 PM

7-8 PM

8-9 PM

9-10 PM

10-11 PM

11-12 PM

12-1 AM

1-2 AM

2-3 AM

3-4 AM

4-5 AM

5-6 AM

6-7 AM

### **Hand In**

A printed version of the spreadsheet on 8½" x 11" paper.

*...hit the ground running®*