Week 05 Assignment

Programs and Apps &
Excel Financial Functions, Data Tables, & Amortization Schedules

General Notes:

- **This week assignment is harder than the previous weeks. Actually it is the hardest between all the chapters, since it deals with some accounting functions.**
- **Remember that all the requirements for this week’s assignment should be submitted before the deadline on Sunday 11:55 pm.**
- Before you complete each of the following exercises, **print this assignment page out** and use it to keep notes about your progress. When you are done with each exercise, "check it off" on the list.
- **Download Week 02 Rubric** file to see how your assignment will be graded.
- Check the **assignment naming convention** listed in Week 01 assignment.
- You will have two different kinds of assignments:
  - **SAM activities:** You will submit those activities **through the SAM environment**. You will be automatically graded there, but I will have to copy your scores to Blackboard after the deadline.
  - **Blackboard activities:** You will work on those activities through the Blackboard environment. Again, grading will be done **after the deadline**.
    - If you need extra credit points, participate in the discussions.
    - There are no attachments needed for this week through Blackboard.
- By now you should already feel comfortable using the operating system that you have on the computer. In the Computing Center we still use Windows 7.
- By now you should already have Office 2016 or 365 installed on your machine or know where to use it.
- If you don’t have the Office 2016 and would like to work with it, you can do that by coming to the open lab in the John Clark computing center. It is free for all OCC students.
- If you are using a different Windows version or Office version, it is your responsibility to deal with problems related to that version.

Some Help links for accounting functions:

- Check the following links for reference about the **INDEX** and **MATCH** functions from Microsoft website:
- You can also search **YouTube** for tutorials for the parts that need explanation. For example:
  - **Check these links for video tutorials on VLOOKUP functions:**
    - VLOOKUP functions 1: http://www.youtube.com/watch?v=KXhM-wBM7U4
    - VLOOKUP functions 2: http://www.youtube.com/watch?v=wH6jPVHnc9Q
**VLOOKUP functions 3:** http://www.youtube.com/watch?v=q9ejmXmF0p4
**VLOOKUP functions 4:** http://www.youtube.com/watch?v=A206SURNZ4o

- Check the following links for **INDEX and MATCH** functions:
  - INDEX and MATCH 1: http://www.youtube.com/watch?v=59c60PWsZji
  - INDEX and MATCH 2: http://www.youtube.com/watch?v=OYLEZaV5zrg
  - INDEX and MATCH 3: http://www.youtube.com/watch?v=Ue1FzZ0s9TI&feature=channel&list=UL

**Part 1 – Readings / Study**

1. Read Chapter 04 of the concepts book (**DC4: Programs and Apps: Using Software at Work, School, and Home**)
2. Read Chapter 04 of Excel book (**Ex4: Financial Functions, Data Tables, & Amortization Schedules**). Follow all the steps using your Excel 2016 or 365. It makes a big difference if you do it yourself.

**Part 2 – SAM Activities**

You will do the following activities:

- **DC4: The Internet: Accessing, Searching, Sharing, and Communicating**
  - 05a - DC2017 Training - Ch04 (Optional)
  - 05b - DC2017 Exam - Ch04 (Up to 10 points)

- **Ex4: Formulas, Functions, & Formatting**
  - 05c - EX2016 Training - Ch04 (Up to 10 points)
  - 05d - EX2016 Exam - Ch04 (Up to 10 points)
  - 05e - EX2016 Project - Ch04 (Up to 20 points)

**Part 3 - Discussions**

Don’t forget that you need to post at least 5 meaningful discussion messages. You will get up to 5 points towards extra credit. Your message could be a question about something that you did not understand in the week’s activities, an answer to a question posted by another class mate, or some useful hints that you would like to share with the rest of the class. Make sure that you write your discussion message in the right week, in a clear English language, with proper punctuations, and correct spelling.