Microsoft® Office 2010 Advanced, 1/e

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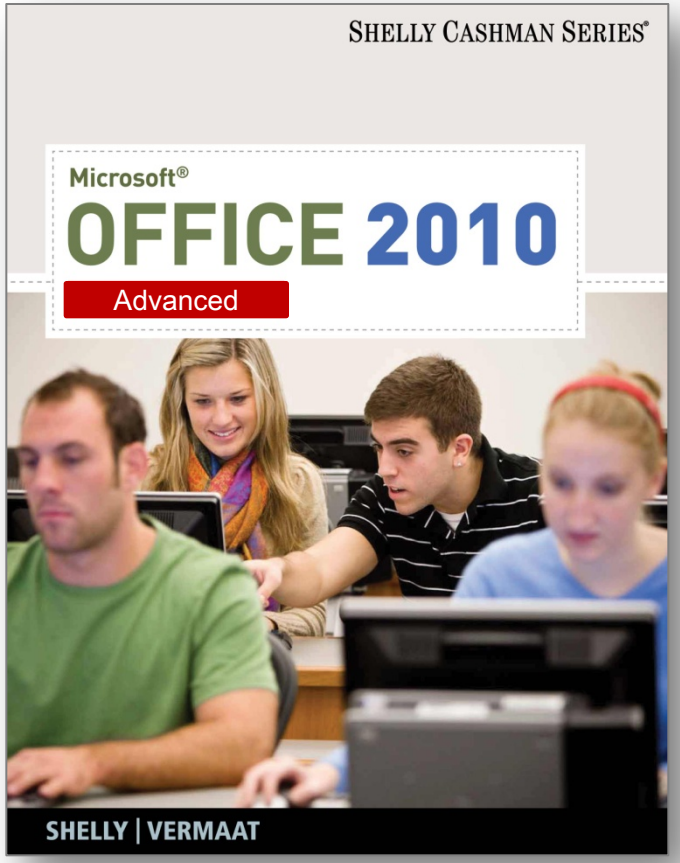

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Microsoft Office 2010

- Consistent Step-by-Step, Screen-by-Screen Instruction. Skills are learned using a step-by-step, screen-by-screen approach providing a clear direction and visual representation of the skills students are learning.
- Project Oriented Approach. Students discover the relevancy of Microsoft® Office skills by learning tasks in the context of building a document or project.
- New Office 2010 and Windows 7: Essential Concepts and Skills chapter prevents repetitive coverage of basic skills in the application chapters. New opening chapter presents essential Office 2010 and Windows® 7 skills such as how to start a program, save a document, and open a file.

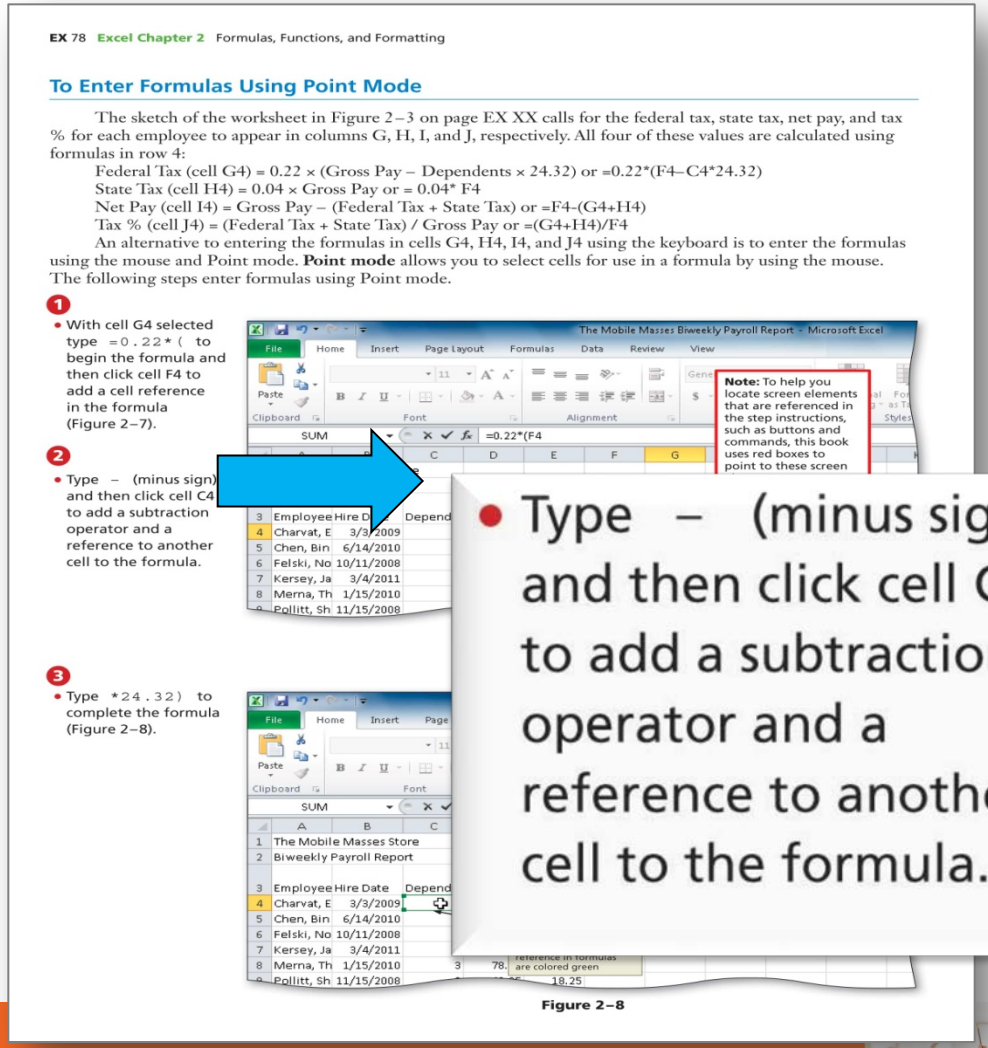
Break Point

- **Break Point** identifies logical stopping points in each chapter and gives students instructions regarding what they should do before taking a break, such as saving.

Break Point: If you wish to take a break, this is a good place to do so. Be sure to save the The Mobile Masses Biweekly Payroll Report file again and then you can quit Excel. To resume at a later time, start Excel, open the file called Save Sable River Foundation, and continue following the steps from this location forward.

Step-by-Step - Generic Whys

Generic Whys describes our modified presentation for our step-by-step instructions. Our steps now tell the student what to do and provide the generic reason why they are completing the specific task.



EX 78 Excel Chapter 2 Formulas, Functions, and Formatting

To Enter Formulas Using Point Mode

The sketch of the worksheet in Figure 2–3 on page EX XX calls for the federal tax, state tax, net pay, and tax % for each employee to appear in columns G, H, I, and J, respectively. All four of these values are calculated using formulas in row 4:

Federal Tax (cell G4) = 0.22 × (Gross Pay – Dependents × 24.32) or =0.22*(F4–C4*24.32)
State Tax (cell H4) = 0.04 × Gross Pay or = 0.04* F4
Net Pay (cell I4) = Gross Pay – (Federal Tax + State Tax) or =F4-(G4+H4)
Tax % (cell J4) = (Federal Tax + State Tax) / Gross Pay or =(G4+H4)/F4

An alternative to entering the formulas in cells G4, H4, I4, and J4 using the keyboard is to enter the formulas using the mouse and Point mode. **Point mode** allows you to select cells for use in a formula by using the mouse. The following steps enter formulas using Point mode.

1. With cell G4 selected type `=0.22*(` to begin the formula and then click cell F4 to add a cell reference in the formula (Figure 2–7).

2. Type – (minus sign) and then click cell C4 to add a subtraction operator and a reference to another cell to the formula.

3. Type `*24.32)` to complete the formula (Figure 2–8).

Type – (minus sign) and then click cell C4 to add a subtraction operator and a reference to another cell to the formula.

Figure 2–8

Screenshot Callouts

Meta-Callout and Redesigned Callouts are special meta-callout providing instruction to students on how they should use the red (action) callouts found with the step-by-step screens to enhance their learning of a skill or task.

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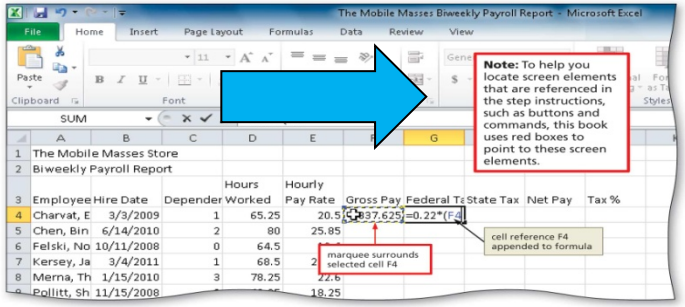

Figure 2–7

2. Type `-` (minus sign) and then click cell C4 to add a subtraction operator and a reference to another cell to the formula.

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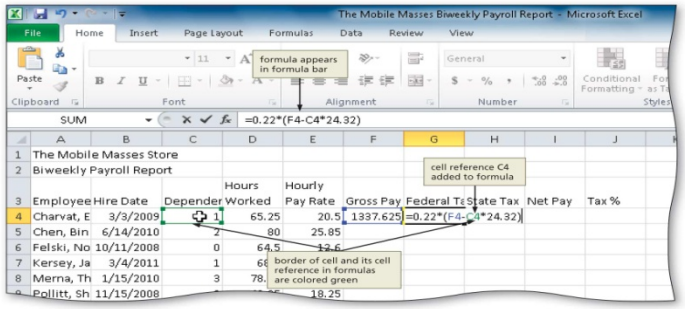

Figure 2–8

End of Chapter – In the Lab

In the Lab are three in-depth assignments per chapter require students to utilize the chapter concepts and techniques to solve real-world problems.

In the Lab

Lab 2: Sales Summary Worksheet

Problem: You have been asked to build a worksheet for a start-up company, Electry Auto, that analyzes the financing needs for the company's first six months in business. The company is planned to begin operations in January with an initial investment of $500,000.00. The expected revenue and costs for the company's first six months is shown in Table 2–7. The desired worksheet is shown in Figure 2–79. The initial investment is shown at the starting balance for January (cell B4). The amount of financing required by the company is shown as the lowest ending balance (cell F12).

Table 2–7 Electry Auto Start-Up Financing Needs Data

Month	Revenue	Costs
January	105000	220000
February	82000	260000
March	200000	255000
April	250000	320000
May	325000	420000
June	510000	540000

Continued >

Instructor Resources

Instructor's Resource CD Includes

- Lecture notes summarizing the chapter sections, figures, and boxed elements found in every chapter
- Teacher tips
- Classroom actives
- Lab activities
- Quick quizzes in Microsoft® Word files.
- Solutions
- Test Banks
- eBook available

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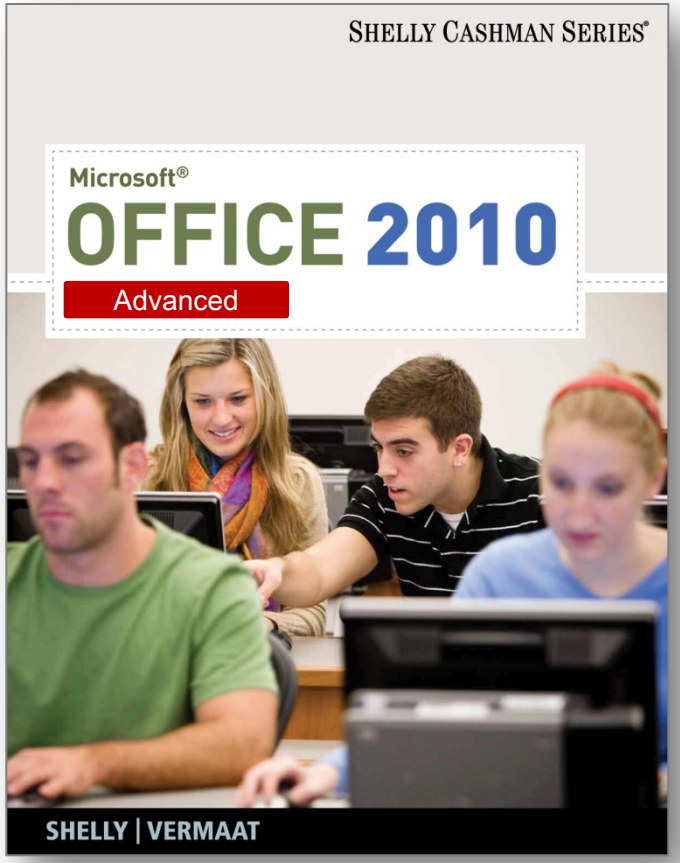

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