

COB291 Instructions for Homeworks

1. Review the guidelines for **spreadsheet design** in Section 3.7 (pp. 61-62) of your text. Avoid hiding model data in cells and dialog boxes, and use absolute cell references (i.e. \$A\$10) to construct formulas that can be copied where appropriate. Format large numbers with commas for readability (i.e. 9,876,543.00), and label the axes on charts (what is X axis and what is Y axis). Use row (1, 2, 3 etc) and column labels (A, B, C etc) that are relevant to the specific problem you are modeling (**Page Layout/Gridlines/View & Print and Page Layout/Headings/View & Print**).
2. Read the specific instructions provided for each assignment carefully. Use a *word processor* or text box for all written work—handwritten work is not acceptable except those require steps of manual computations in APSs. Be sure to check your spelling, grammar, and punctuation.
3. Your submission must have printouts of the spreadsheet *formulas* in Excel as well as printouts showing the actual numerical values. Formulas must be displayed on the screen before they can be printed—select Formulas/Show Formulas or Tools/Options/View and choose "formulas", or use the combination of the Ctrl and ~ keys to switch back and forth between the values and formulas. Note that you will often need to adjust widths of columns to display the complete formulas. Papers without printouts of complete formulas will automatically receive a grade of 0.
4. Spreadsheets and formulas should be printed with *Gridlines* and *Row and Column Headings*. These *print options* are available in Excel under Page Layout (Excel 2007) or File/Page Setup/Sheet in Office 2003 (**Page Layout tab and Sheet Options group** in Office 2007) and Print Preview. Adjust margins and select landscape orientation as necessary to make maximum use of a sheet of paper. You may also use scaling, but please keep the size large enough to be readable. **Print/Print Preview/Page Setup/Fit to 1 or 2 more pages** may be used to fit all of your work into one, two or more pages.
5. Save the Excel file for your assignment with a filename consisting of your JMU UserID followed by the assignment number. For example, my UserID is wangpx, so my filename for HW1 would be wangpxHW1.xls and wangpxHW1.doc for reports. Submit the file on Blackboard by *adding* it to the *Digital Dropbox* and then *sending* it. Note that this file-naming convention identifies your file after I download it from Blackboard.
6. Make sure your name and section or class time appear on a separate *cover sheet* for your work. This cover sheet should also have the following word-processed statement, accompanied by your signature:

I have read and understand the explanation of the JMU Honor Code in the syllabus for this class. I also understand that violations will be reported to the JMU Honor Council and heavily penalized. I pledge that I have neither given nor received assistance from anyone other than Dr. Ping Wang on this assignment.
7. *Staple* all of your pages together in the order listed in the assignment directions. Do not use paper clips or fold down the edges of your papers.
8. All assignments (printouts and Excel files) are due at the *beginning* of the class period, as stated in the course syllabus. Get to class on time to avoid a late penalty. Follow these instructions carefully to avoid losing points.

(This note is from Dr. S. Palocsay with her permission and modifications)