**STUDENT (OFFICIAL) NAME (first last): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION: and/or PROFESSOR NAME: CLASS TIME:**

**TAs will check-off for each student that they have completed all of these tasks**

* Installed the Data Analysis Toolpak (checking that it can be accessed e.g. from the toolbar).
* Opened the dataset **Questrom Tools QM222 All Sections Fall 17→Resources→Data Sets for In-class Exercises→Questrom Starting Salaries 2016 2017.**
* Knows the order of operations PEMDAS.
* In cell F2, wrote a formula to make weekly salaries from (annual) Salary (and put a label in F1).
* Copied this formula to the rest of the column using copy ctl-C and paste ctl-V (or cmd)
* Undid the last step (ctl-z) (or cmd) and copied this formula to the rest of the column using the + button
* Undid the last step, and then copy-paste-special column F into column G so that they copy the values, not the formula for weekly salary.
* Wrote a formula to make weekly salaries squared without using any parentheses. (in cell J2)
* Froze the first row with labels before the next step.
* Reformatted weekly salaries in column F so they are **numbers** with **2 decimals** (not a dollar value with no decimals).
* Calculated the percent of dual concentrators using a formula they put at the bottom of column E.
* Has copy-pasted column F into column H so that they copy formulas….. It will give an error (#VALUE). Make sure they understand why.
* Using the dollar signs: Cleared the contents of column G, then rewrote the formulas in column F (weekly salaries) so that it uses $C. Finally copy column F into column G and show how it retains the column F value.
* Sorted the whole dataset (columns A-H) by Main Concentration.

(Note: Note that there are Excel shortcuts on the back cover of QM222: Making Decisions with Data)

**TA: Please sign your name here so we know who checked this student:**