

# Activities

## Excel Activity 1

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

### Instructions

1. Open the Excel spreadsheet.
2. Select the data range.

| Author           | Genre           | Books Sold |
|------------------|-----------------|------------|
| John Grisham     | Crime           | 12         |
| John Grisham     | Fiction         | 18         |
| John Grisham     | Mystery         | 15         |
| Stephen King     | Horror          | 20         |
| Stephen King     | Fiction         | 25         |
| Stephen King     | Mystery         | 10         |
| Michael Crichton | Science Fiction | 15         |
| Michael Crichton | Fiction         | 20         |
| Michael Crichton | Mystery         | 10         |

## Excel Activity 2

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

### Instructions

1. Open the Excel spreadsheet.
2. Select the data range.
3. Create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

## Excel Activity 3

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

### Instructions

1. Open the Excel spreadsheet.
2. Select the data range.

## Excel Activity 5

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

### Instructions

1. Open the Excel spreadsheet.
2. Select the data range.
3. Create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

| Author           | Genre           | Books Sold |
|------------------|-----------------|------------|
| John Grisham     | Crime           | 12         |
| John Grisham     | Fiction         | 18         |
| John Grisham     | Mystery         | 15         |
| Stephen King     | Horror          | 20         |
| Stephen King     | Fiction         | 25         |
| Stephen King     | Mystery         | 10         |
| Michael Crichton | Science Fiction | 15         |
| Michael Crichton | Fiction         | 20         |
| Michael Crichton | Mystery         | 10         |



Tech Twins

# Microsoft Excel Unit Lesson 4 Projects

**Ernesto A. Guzman**



## Microsoft Excel Unit Lesson 4 Projects:

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**Project-Based Learning+** Jorge Valenzuela, 2025-07-15 Project based learning PLUS essential life skills equals student and educator success Imagine not only helping kids reach their potential academically but as citizens in society as well In this updated edition of Jorge Valenzuela's book you will learn how Take project based learning PBL in which students develop educational skills like research critical thinking and teamwork to the next level by enhancing it with personal competencies like self management social awareness and responsible decision making Written by an expert in PBL student well being and technology with different levels of educator PBL experience in mind this guide to harnessing the power of these approaches provides The five elements of the PBL Framework Tools and rubrics that help you engage all students and assess their projects Ways to align PBL with five critical emotional intelligence and career readiness competencies Tips for putting PBL into practice to facilitate your own teaching plans The framework described in this book grounded by research and supported by practical steps is replicable in every classroom and provides educators guidance for strengthening their instructional practice to create an empowering student experience

Scholar's Invitation To Computer Science 9 Ashok Arora, Microsoft Office Excel 2007 for Project Managers Kim Heldman, William Heldman, 2007-04-23 Combine the power of Excel 2007 Microsoft Office SharePoint Server and sound project management tools to boost your skill set and maximize your productivity You'll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information Whether new to project management or a veteran you'll discover techniques hints and examples you can use immediately

**Pro Visual Studio Team System with Team Edition for Database Professionals** David Nelson, Jeff Levinson, 2007-12-01 Updated to include coverage of the latest DBPro extension for database professionals this book is the only reference needed to get started with Visual Studio 2005 Team System It will guide you through the entire breadth of VSTS If you are a stakeholder you have a portal that gives you instant access to project documents status and performance indicators If you are a project manager you will learn how create manage and assess team performance If you are a developer you will learn how to write higher quality code and ensure that the code works and performs well

Pro Visual Studio 2005 Team System Jeff Levinson, David Nelson, 2006-11-22 It is clear that Visual Studio Team System VSTS is the future of development from Microsoft's perspective We agree Development is no longer a personal pursuit by one developer in a darkened room it is a collective effort by a team of peers VSTS supports this broader vision by providing a complete collaboration platform for the entire project team VSTS takes a services oriented approach leveraging Windows Sharepoint Services and SQL Server Business Intelligence Suite

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*Microsoft Excel 2000* Elizabeth Eisner Reding,Tara Lynn O'Keefe,1999 Part of the Illustrated Series this text offers a quick visual step by step approach for learning basic to intermediate features of Microsoft Excel 2000

### **Heavy Equipment Operation and Maintenance Manual**

Ernesto A. Guzman,2023-10-31 Starting from the purchase of heavy equipment and following through to the end of its economic life this manual explains how to efficiently maintain and operate different types of heavy equipment Assigning heavy equipment to different projects and utilizing them in varied systems is a large part of construction operation ensuring everything is monitored consistently and maintained accordingly is essential This book aids engineers in facilitating straightforward consistent reporting systems and cost efficient equipment use This is particularly of note to the construction industry Features Enables engineers to save time and money on maintenance costs and maximize the availability of the heavy equipment Provides comprehensive coverage of methods and procedures for heavy equipment management Provides charts for practical use by engineers in the field e g mapping out a maintenance schedule Includes chapters on maintenance and field operations organization including safety and security organization This book will be of interest to construction engineers plant engineers mechanical engineers maintenance plant and field engineers

### **E-Book Business Driven Technology**

BALTZAN,2017-01-16 E Book Business Driven Technology *Project Risk Management* Yuri Raydugin,2013-09-10 An easy to implement practical and proven risk management methodology for project managers and decision makers Drawing from the author s work with several major and mega capital projects for Royal Dutch Shell TransCanada Pipelines TransAlta Access Pipeline MEG Energy and SNC Lavalin Project Risk Management Essential Methods for Project Teams and Decision Makers reveals how to implement a consistent application of risk methods including probabilistic methods It is based on proven training materials models and tools developed by the author to make risk management plans accessible and easily

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**Scorecards and Operational Dashboards with Microsoft Excel** Ron Person, 2010-08-26 Created in Excel balanced scorecards enable you to monitor operations and tactics while operational dashboards is a set of indicators regarding the state of a business metric or process both features are in high demand for many large organizations This book serves as the first guide to focus on combining the benefits of balanced scorecards operational dashboards performance managements and data visualization and then implement them in Microsoft Excel     **BIM Handbook** Rafael Sacks, Charles Eastman, Ghang Lee, Paul Teicholz, 2018-07-03 Discover BIM A better way to build better buildings Building Information Modeling BIM offers a novel approach to design construction and facility management in which a digital representation of the building product and process is used to facilitate the exchange and interoperability of information in digital format BIM is beginning to change the way buildings look the way they function and the ways in which they are designed and built The BIM Handbook Third Edition provides an in depth understanding of BIM technologies the business and organizational issues associated with its implementation and the profound advantages that effective use of BIM can provide to all members of a project team Updates to this edition include Information on the ways in which professionals should use BIM to gain maximum value New topics such as collaborative working national and major construction clients BIM standards and guides A discussion on how various professional roles have expanded through the widespread use and the new avenues of BIM practices and services A wealth of new case studies that clearly illustrate exactly how BIM is applied in a wide variety of conditions Painting a colorful and thorough picture of the state of the art in building information modeling the BIM Handbook Third Edition guides readers to successful implementations helping them to avoid needless frustration and costs and take full advantage of this paradigm shifting approach to construct better buildings that consume fewer materials and require less time labor and capital resources     **Project 2013 In Depth** Scott Daley, 2013-08-14 Do more in less time This book s packed with intensely useful Project 2013 knowledge tips and shortcuts you just won t find anywhere else It s the fastest best way to master every phase of project management with Project 2013 initiation planning scheduling resource assignments tracking revision completion and more You ll get comfortable with Project 2013 s most valuable new features master powerful new cloud based tools for running your projects even learn to manage complex project portfolios for your entire organization Discover what s new in

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**Deschutes National Forest (N.F.), EXF Thinning, Fuels Reduction, and Research Project ,2010** **Project Management: Concepts, Methodologies, Tools, and Applications** Management Association, Information Resources,2016-06-09 Organizations of all types are consistently working on new initiatives product lines or implementation of new workflows as a way to remain competitive in the modern business environment No matter the type of project at hand employing the best methods for effective execution and timely completion of the task at hand is essential to project success Project Management Concepts Methodologies Tools and Applications presents the latest research and practical solutions for managing every stage of the project lifecycle Emphasizing emerging concepts real world examples and authoritative research on managing project workflows and measuring project success in both private and public sectors this multi volume reference work is a critical addition to academic government and corporate libraries It is designed for use by project coordinators and managers business executives researchers and graduate level students interested in putting research based solutions into practice for effective project management

*Experiencing MIS* David Kroenke,Deborah Bunker,David Wilson,2013-09-20 Real World Lessons Excellent Support Whatever you do in business you will experience MIS What kind of experience will you have with MIS Will you understand how businesses use and need information systems to accomplish their goals and objectives and develop their competitive strategy By presenting real world cases Experiencing MIS helps you to experience MIS right now at university where you can exercise your enquiring mind and unlock the potential of information systems for business With an approachable easy to use and sometimes humorous attitude this text shows you how to become a better problem solver and a valued business professional

Project Management Tools and Techniques Deborah Sater Carstens,Gary L. Richardson,2019-11-04 The topic of project management is truly an evolution of art seeking science This activity involves

balancing project objectives against the constraints of time budget and quality Achieving this balance requires skill experience along with the use of many tools and techniques which are the focus of this book This new edition provides updated content to incorporate examples from Microsoft Project 2016 and material from the Project Management Body of Knowledge PMBOK Guide sixth edition The chapter structure includes step by step instructions regarding the basic mechanics and various software tools that can be used to assist in the processes To reinforce the textbook s learning objectives extra material is provided on the textbook website This includes mechanical tool examples and lab assignments representative of the chapter topics An external video tutorial library is available to help with various mechanics related to Microsoft Project mechanics An instructor manual is available for qualifying adoptions for classroom use NOTE Chapter 26 is not in the textbook and is only located in the book s Downloads tab on the CRCPress com website Features Illustrates the use of Microsoft Project throughout the project life cycle Offers templates as productivity enhancement tools Includes supplemental material for students and instructors Provides assignments for hands on experience Follows the PMI PMBOK Guide model structure that will support a better understanding of the model and help prepare students for PMP and CAPM certification Illustrates both traditional and contemporary management techniques



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