BUS110 Introduction to Information Literacy  
1st Semester 2008/2009  

Lab and Assignment 2  

Creating, Sorting, and Querying a Worksheet Database  

OBJECTIVES  
You will have mastered the material in this project when you can:  

**Common Features***  
- Use the VLOOKUP function to look up a value in a table  
- Change the range assigned to a named database  
- Use a data form to display records, add records, delete records, and change field values in a worksheet database  
- Sort a worksheet database on one field or multiple fields  
- Display automatic subtotals  
- Use a data form to find records that meet comparison criteria  
- Use the advanced filtering features to display records that meet comparison criteria  
- Apply database functions to generate information about a worksheet database  

**Advanced Features***  
- Create a worksheet database  
- Add computational fields to a database  
- Print a database  

*The advanced and common features are categories based on a beginner’s skill level, and can only be used as references. In terms of the course requirements, they are equally important.
LAB Session

1. Understand the needs, source of data, calculations, special requirements, and other facts about the development of the Silver Photography Accessories Sales Rep list.
2. Creating a List
3. Adding Computational Fields to the List
   - Adding New Fields to a List
   - Using Excel’s VLOOKUP Function to Determine Letter Grades
4. Using the Toggle Total Row button on the List toolbar
5. Using a Data Form to View Records and Change Data
6. Sorting a List
7. Displaying Automatic Subtotals in a List
8. Querying a List Using a Data Form
9. Querying a List Using AutoFilter
10. Using a Criteria Range on the Worksheet
11. Extracting Records
12. More About the Criteria Range
13. Using Database Functions
14. Using SUMIF and COUNTIF Functions
15. Saving a Workbook in Different File Formats

Assignment

After completing the above LAB Session, you are required to do an Assignment similar to the exercise above. The assignment is Lab 3: Creating a Table with a Lookup Function in “In the Lab” of the Project Five of the Lab textbook: Microsoft Office 2007-Advanced Concepts and Techniques, on pages EX412-EX413. Read through all these pages and follow the instructions as indicated to work on your assignment. It is an exercise to create a loan analysis worksheet for the Retirement Savings Model.

After completing your work, you need to submit the assignment to your instructor through the WebCT on or before the deadline.

This assignment carries 5% weight, which is based on the completeness and correctness of performing all the tasks required. The assignment will be given in the lab session, and shall be submitted two weeks after the lab session through the WebCT. Make sure you work on your own assignment. Any plagiarism will nullify the score for all parties. As an extra requirement (0.5%), type your name, student ID, and section number in the Header section of the loan analysis worksheet in your submission.

*The advanced and common features are categories based on a beginner’s skill level, and can only be used as references. In terms of the course requirements, they are equally important.*