**CST-133W “Turn-In” Instructions**

**MS Excel 2013 Lab Part I**

Work your way through the lab by reading and following the directions.

**Read through the section on “Understanding Spreadsheet Software” on pages 2 and 3. Make sure you understand the functionality that Excel provides.**

**Unit A:** ([link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Excel%20Part%20I/msofficeintro_excel_unit_a_getting_started_with_excel.pdf)) On page 4 you will be directed to edit the EX A-1.xlsx spreadsheet. On page 6, 8, 10, 12, 14 and 16 you will be asked to make changes to this Excel document. Save your work as you go and after you have completed all exercises.

**Unit B:** ([link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Excel%20Part%20I/msofficeintro_excel_b_working_with_formulas_and_functions.pdf))On page 26 you will be directed to edit the EX B-1.xlsx spreadsheet. On pages 28 through 41 you will be directed to make changes to it. Save your work as you go and after you have completed all exercises.

***Submit your two spreadsheets as directed by your instructor.***