**CST-133W “Turn-In” Instructions**

**MS Excel 2013 Lab Part II**

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

**Unit C:** ([Link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Excel%20Part%20II/msofficeintro_excel_unit_c_formatting_a_worksheet.pdf)) On page 52 you will be directed to edit the EX C-1.xlsx spreadsheet. On pages 54 through 69 you will be asked to make changes to this Excel document. Save your work as you go and after completing all exercises.

**Unit D:** ([Link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Excel%20Part%20II/msofficeintro_excel_unit_d_working_with_charts.pdf)) Read through the “Planning a Chart” section on page 80 and 81. On page 82 you will be directed to edit the EX D-1.xlsx spreadsheet and on the pages 84 through 95 you will be directed to make changes to it. Save your work as you go and after completing all exercises.

***Submit your two spreadsheets to the “Week 9 Lab Assignment” dropbox in D2L for credit.***