

Spreadsheet Writing Assignment

The Assignment: A Short, two to three page double spaced paper.

The Topic: The Spreadsheet is a very powerful tool that can be used by managers on their daily activities. Describe the features and uses that are the most valuable to you and your supervisor in your work environment.

Part One: Prepare a one page outline of your paper for the first class session. Bring two copies – one to turn in and one to use during class. The outline is worth ten points and cannot be made up. Come to class prepared and earn the easiest ten points in the course.

Part Two: Write your formal paper using the outline as it was revised during the first class session. This part of the assignment is due on the fifth class session.