




ICT 10

Class code 8e9abh5

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Topics (9) 

Saved posts (6) 



Thomas Jones
Jun 20, 2018



Sheet and Doc Skills

Due Jun 21, 2018, 11:59 PM

The Bard

1. What is a BARD?
2. Who was the most famous BARD and where was he born?



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Add class comment...

**Thomas Jones**

Jun 13, 2018 (Edited Jun 18, 2018)



Safety

Protect Yourself

Do you use a credit card online, send out your resume, share DOB on Facebook, tell your BFF a password, use 123Password as your password? Address these points and more in your answer. Please tell me how you plan to protect yourself from online bullies, fraudsters, scam artists and those who want to steal your identity. 1.5 pages at least please. All your own work. Please cite your references.

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Add class comment...

**Thomas Jones**

Jun 14, 2018 (Edited Jun 14, 2018)



Bank Statement

Please recreate the attached BANK STATEMENT in a google sheet and submit for marking. Use appropriate formulas throughout.

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TD.PNG



BANK2.PNG



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**Thomas Jones**

Jun 13, 2018



A Quick Quiz

[🔗 ICT 10 Exam June 2019](#)

Add class comment...

**Thomas Jones**

Jun 11, 2018 (Edited Jun 11, 2018)



Social Media Awareness

Due Jun 12, 2018, 11:59 PM

Social Media 2

This is an individual assignment

After watching and discussing the attached clip, please answer the following questions:

1. Check out the comments from others on the YouTube video for their reflection.
2. What is this video about ? 1/8 page
3. What is the mans perspective 1/8 page
4. What is the woman's perspective 1/8 page
5. Who is correct in your opinion and why 1/4 page
6. Who is the social media influencer? 1/8 page
7. How could the Hotel harness social media 1/8 page
8. How would you describe a SNOWFLAKE, a FREELOADER and a MILLENNIAL? Provide examples (research) 1/4 page

Please, no short answers. Elaborate to demonstrate your understanding. Critical thinking can be shown in each question with well thought out and insightful answers.

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[📺 Entitled millennial snowf...](#)[🔗 Definition: What is a soc...](#)

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**Thomas Jones**

Jun 4, 2018 (Edited Jun 8, 2018)



Social Media Awareness

Social Media1

Please write and submit before end of class today this TEAM assignment. BOYS GIRLS.

1. What is social media? at least half a page.
 2. What social media tools have you used or know of? 1/4 page Make a list.
 3. What is a social media influencer? 1/4 page
 4. Describe how a business could HARNESS social media to expand their business HALF PAGE.
- Avoid copy and paste. Cite your references. Dont be a passenger on the team.

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Add class comment...

**Thomas Jones**

Jun 1, 2018 (Edited Jun 1, 2018)



Sheet and Doc Skills

Due Jun 1, 2018, 11:00 AM

Tim Hortons

In this individual assignment create a DOC and answer the following questions. Use a spreadsheet and show your calculations for question 11. No short answers please. CT can be shown by adding value and perspective to this news item.

1. Check today's news and see what happend to minimum wage workers
2. Research and read about Tim Horton's
3. How many countries do they operate in?
4. Why is Tim Horton's called Tim Horton's?
5. What big event happened in 2014 between Tim Horton's and another food chain?
6. What similar event happend in 1992?
7. Estimate how manv people work for Tim Horton's



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12. What are your thoughts on this news item? Is it fair? (At least half a page of writing for your answer)

13. How much do you think minimum wage will be on June 1st 2021?

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Add class comment...



Thomas Jones

May 30, 2018 (Edited May 30, 2018)



Sheet and Doc Skills

Due May 30, 2018, 11:59 PM

Cell Phone Deal

Uncle Bintu has a nice LG 4 cell phone and currently has a plan with Petro Canada for \$190 per month. He makes local calls, calls India about twice a month and uses Facebook. His last 3 invoices show that he has used his voice data on average for 210 minutes per month. His average data is 1.95 gigabytes per month. Analyse the spreadsheet provided and create a vertical bar chart from the data. Write Uncle Bintu a letter recommending a new plan for him. Use a professional format including the bar chart and any math from the sheet. (Snip&Paste) Your work should fill one page, contain no spelling, grammar, formatting or math errors. You should use convincing language. Elaborate and dont just say " This is the best deal". Include today's date. Include your signature. Include the providers LOGO. Uncle Bintu is a bit clued out when it comes to cell phones. What cell phone tips would you recommend to him to keep his cell phone bill to a minimum? This work should be your own and be completed in class, today. Before you submit your work to google classroom make sure you have read, understood and have responded to all that is asked in these instructions. Please send your DOC and Sheet. Extra marks given for critical thinking. Critical thinking could be adding something of value for Uncle Bintu that isnt asked for in these instructions.

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Cell Phone Details



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**Thomas Jones**

May 29, 2018



Effort

Due May 30, 2018

Effort in Class

You will receive a mark for the effort you are putting in during class.

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Add class comment...

**Thomas Jones**

May 25, 2018



Create a budget in Google Sheets

Due May 24, 2018, 11:59 AM

Gas Buddy

Today, 3 people from Abbotsford make a journey in separate vehicles to Portland Oregon. Use google maps to plan the route. One is in a Ford F150, another is a Volkswagen Jetta and the third is in the same car as your parents. All run on regular gas and are new 2018 vehicles. Your challenge is to estimate each of their gas costs in Canadian dollars. Also estimate the number of liters consumed on the trip. Explain your reasoning in a DOC with your calculations Snip&Pasted in from the sheet. Use the attached link to GASSBUDDY.

1. Do they fill up in the states?
2. What will the costs be?
3. What is the current rate of exchange CAN/US?
4. How would this journey take?
5. What highways and roads do they take?
6. What is each of their total gas costs.



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[Find The Nearest Gas St...](#)[Link](#)**Thomas Jones** May 28, 2018

We have had 27 assignments since we started. We are having a catch up day today Monday, May 28th. Make use of this time by finishing any outstanding assignments or/and redoing any that you scored low on.



Add class comment...

**Thomas Jones**

May 23, 2018 (Edited May 23, 2018)



Sheet and Doc Skills

Due May 23, 2018, 11:59 AM

Grad Pass

An individual assignment. Read the attached ABBOTSFORD NEWS item regarding grad passes and elaborate with your answers. Paste the questions into a new DOC. Make the questions BOLD and ITALIC and your answers normal text.

1. Who wrote this article?
 2. What is this article about?
 3. Where exactly is affected by the news in this article?
 4. When was the article printed?
 5. Who is giving the passes out?
 6. When are they giving out the passes?
 7. What is the goal of BC transit according to this article?
 8. Who is Erinn Pinkerton?
 9. When will the GradPASS cards be distributed? Ignore this question.
 10. How many days is the GradPASS good for?
 11. What is the media email address at BC Transit?
 12. Why do you think BC Transit does this good deed?
 13. How does BC Transit benefit from this?
 14. (SHEET work) If BC transit gave out 180,000 passes how much bus fare would they lose? If there are 10% more grads when you grad how much would they lose in that grad year? Explain your answers.
- Remember its good for 3 days

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Link



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Thomas Jones

May 18, 2018



Due May 21, 2018, 11:59 PM

Bintu Software

Make a copy of the attached sheet

Unhide the missing ROW and COLUMN

Create the missing formulas in each column

Chart the net pay with first names

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BINTU SOFTWARE



Add class comment...



Thomas Jones

May 17, 2018 (Edited May 17, 2018)



Sheet and Doc Skills

Due May 17, 2018, 11:59 PM

Evacuation



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Thomas Jones

May 15, 2018



How Assignments Are Marked



Rubric.PNG



Add class comment...



Thomas Jones

May 15, 2018 (Edited May 15, 2018)



Spreadsheet skills

Due May 15, 2018, 11:30 AM

Three Invoices

Uncle Bintu has received three bills in the mail (INVOICES)

One is from the flooring company for the supply and installation of his linoleum and carpet.

The second is for a bedroom set. That's a bed, dresser and two side tables.

The third invoice is for a new dining room table and six chairs.

Use the attached Google Sheet INVOICE TEMPLATE and add/edit it.

Use SHEETS to create each invoice. Use your imagination and judgement.

Use the internet to shop for his purchases.

Complete this assignment by sending all three invoices to me through GC in ONE FILE WITH # TABS.

Highest marks for accuracy and use of critical thinking.

Stay focused while in class.

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An invoice is a document issued by a seller to the buyer that indicates the quantities and costs of the products or services provided by the seller. Payment terms indicate the maximum amount of time that a buyer has to pay for the goods and/or services that they have purchased from the seller.



Add class comment...



Thomas Jones

May 11, 2018 (Edited May 11, 2018)



Spreadsheet skills

Due May 11, 2018, 3:00 PM

Floor Plan

Uncle Bintu needs your help again. He is considering the purchase of a new Condominium. His realtor has sent him the Condo floor plan. He wants to know the square footage of the condo but the realtor has only provided the dimensions of the BALCONY. Your assignment is to estimate the square footage of each room and of the whole condo. Also estimate his carpet and lino costs. Please provide Uncle Bintu with imperial (feet and inches) and metric measurements (meters and centimeters). The Balcony measurement is provided. Uncle Bintu may want to put carpet and linoleum into his new condo. Please pick the rooms with carpet and linoleum. If his chosen carpet is 21 dollars per square foot (Sq ft) and lino is 16 how much will the total cost be of carpet and lino?

Please write him a letter and include your estimations.

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SquareFootage



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Thomas Jones



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Please follow along in class and prepare a basic income statement and balance sheet.

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**Thomas Jones**

May 8, 2018 (Edited May 8, 2018)



Spreadsheet skills

Due May 8, 2018, 11:59 PM

Planning

Follow me in class and together we will create a spreadsheet to plan work.

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Gantt.PNG

**Thomas Jones** May 8, 2018<https://www.youtube.com/watch?v=QZd3iXcueal>

Add class comment...

**Thomas Jones**

May 3, 2018 (Edited May 3, 2018)



Due May 4, 2018, 11:59 PM

Course Content



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Your job is to help him with the computer skills you learned at DPS:

1. Find out what BC provincial tax is.
2. Find his new TRUCK on the internet. Note the price.
2. Create a spreadsheet to calculate his gross pay.
3. How much will he save if he buys in Alberta ?
4. Also estimate his monthly payment if he plans to pay off the truck in 5 years.
5. Write him a nice letter explaining your analysis of his situation. Include your spreadsheet.

Binreet is given \$5,000 cash on his birthday (August 1st 2018) and wants to buy the truck on September 1st 2018.

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Thomas Jones May 3, 2018

Due to the fire drill during our class today this assignment is due tomorrow by the end of class.



Add class comment...



Thomas Jones

May 1, 2018 (Edited May 6, 2018)



Due May 8, 2018

=Count(*)

Send me your May 1st database with a count formula on the Employee report

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Add class comment...



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Add class comment...

**Thomas Jones**

Apr 27, 2018 (Edited Apr 27, 2018)



Understanding Databases

Due Apr 27, 2018, 1:00 PM

Game Tracker

Please send me your game tracker with a total of five games
Your two combo boxes will be checked to see if they work

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Graded

**Thomas Jones** May 1, 2018

Great job. You created a database from scratch.



Add class comment...

**Thomas Jones**

Apr 12, 2018



Check out the attached PDF to see how we did the Payroll Query



Query in design view.pdf



Add class comment...



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Understanding Databases

Craigslist is a database. Facebook is a database. Accounting programs are databases. They all store information in a TABLE. When you use a database its through an interface called a website or FORM. When you search for something on Craigslist you are using a QUERY. If you are able to produce a printout based on your QUERY then that's a REPORT. All databases are made up of Tables, Queries, Forms and Reports. Some databases are also known as decision support tools for managers. Having an understanding of databases could serve you well in your future. We will explore databases in the next few weeks.

 Database - Wikipedia



Add class comment...



Thomas Jones

Apr 6, 2018 (Edited Apr 9, 2018)



Spreadsheet skills

You are Hired !

Bintu Enterprises hired you 3 months ago. They heard that you have studied business at DPS school. They have asked you to estimate a payroll for next pay period (two weeks). They have provided you with a list of employees. Suppose everybody works between 35 and 45 hours both weeks. Suppose everybody makes between 15 and 25 dollars per hour. Calculate each of their base pay, Tax at 18%, Cpp at 1.8%, Employment insurance at 2.5%. Then calculate deductions and net pay. Overtime is paid at time and a half for any hours over 38.

Use =Randbetween(High,Low) to generate random rates of pay and hours worked. Use If() for figuring OT. Mr Buntu needs your estimate for a meeting that starts at 11:15 today.

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Your Name You Are Hired



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Just a quick note to say you are about 27 months away from Graduation. Reserve your spot in my business classes for next year.



Add class comment...



Thomas Jones

Apr 5, 2018



Sheet and Doc Skills

Due Apr 6, 2018, 11:59 PM

Choose from BC Bid

- 1.Go to the BC Bid Site.
 - 2.Choose a bid that interests you.
 - 3.Download any associated documents with this bid.
 - 4.Read the documents and understand what is required.
 - 5.I am here to help you. Just call me over. I am glad to help with anything.
 - 6.Submit your bid to me via Google Classroom.
- Your bid should include AT LEAST a spreadsheet and a letter written to the best of your ability.

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Turned in

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Assigned

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Thomas Jones

Apr 4, 2018 (Edited Apr 5, 2018)



Sheet and Doc Skills

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Read them and understand what is required.

Submit your bid to me via Google Classroom

Your bid should include AT LEAST a spreadsheet and a letter.

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Turned in

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Assigned

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Graded



Add class comment...



Thomas Jones

Mar 14, 2018 (Edited Mar 14, 2018)



Due Mar 15, 2018, 11:59 PM

BC Bid

This is an individual assignment to be completed in a google doc and submitted through GC.

What is BC Bid?

Who uses BC Bid?

What does "Procurement" mean?

How could this website be in your future?

What is an RFP, RFQ or an ITQ?

Where does the government get the money from to buy all this stuff?

Are Federal, Provincial and Municipal government opportunities on this site?

List 3 "Opportunities" that look interesting to you and explain why they are interesting.

When do your opportunities close?

What happens if you miss the deadline to get your bid in?

Explain how this website could be vital to a small business.

If you added all the money from the opportunities on BC BID how much would it be? Take a guess.

Critical thinking will get you extra marks. Elaborate whenever you can. Do not copy and paste.

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BC Bid



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Due Mar 13, 2018, 12:00 PM

An Organization

What is an Organization?

What is an Organizational Chart?

Where are Org charts used?

What goes on in each department?

Are all organizational charts the same?

1. In Google Spreadsheet recreate and tidy up the attached hand drawing
2. Write a letter to your uncle Bintu describing the function of each department.
3. Submit both the letter and spreadsheet to Google classroom.

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Turned in

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Assigned

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Graded



New Doc 2018-03-13.pdf



Add class comment...



Thomas Jones

Mar 9, 2018



Spreadsheet skills

Due Mar 9, 2018, 1:00 PM

List of Movies

Today many people use Netflix, but lots of households still have movies on DVD's.

Your assignment is to create a list of 20 movies in a format similar to the one attached but with drop down menus where ever possible. I will demonstrate how to create a drop-down menu, then you can create the list. This assignment is due today at 1 pm or before.

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Assigned

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MOVIES PNG



Link



ICT 10



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**Thomas Jones**

Mar 6, 2018 (Edited Mar 7, 2018)



Sheet and Doc Skills

Due Mar 7, 2018, 1:00 PM

A Flooded Basement

Uncle Bintu works for a drainage company and Mrs. Gill has just called and is very upset. See the pictures below of her flooded basement. She wants it fixed right away. Uncle Bintu understands what has happened and will fix everything. Please complete this assignment with two things: A spreadsheet with a price estimate and a professional sounding letter for Mrs. Gill to sign.

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Turned in

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Graded



DrainagePipe.PNG



Link



SlopeAway.PNG



CAD Oklahoma, LLC Sto...



Applying Tar to Exterior ...



PriceEstimate



Add class comment...

**Thomas Jones**

Mar 6, 2018 (Edited Mar 6, 2018)



Spreadsheet skills

Due Mar 6, 2018, 11:00 AM

Lets buy a Condominium

Find an average priced condo in Abbotsford that is for sale.

Imagine that you have a down payment.

Imagine the bank lends you money at an interest rate.

Imagine that you intend to pay off the loan in 20 years.

How much would the monthly payment be?

Follow along with me as I show you how to solve this problem in a Google Sheet



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Add class comment...

**Thomas Jones**

Mar 2, 2018 (Edited Mar 2, 2018)



Due Mar 4, 2018, 11:59 PM

Your Boss Needs Help

Your work at a shipping company and there is a delivery being made to another company. Your boss has hand written a letter and cant use a computer. He has asked you to create, write and send the letter before noon today.

Your job is to:

1. Comprehend what is going on.
2. Rewrite the letter avoiding spelling and grammar mistakes (see attached)
3. Use business language and terms
- 4 Create an invoice for 6 x V6 engines each \$2543, 4 x Radiators \$278 ea, 3 Fuel pumps @240 ea and one Head gasket \$72.
- 5 There is gst on all items.

Include the

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Turned in

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Assigned

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New Doc 2018-03-02.pdf



Add class comment...

**Thomas Jones**

Feb 28, 2018 (Edited Mar 2, 2018)



Spreadsheet skills

Due Mar 2, 2018, 1:00 PM



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chart showing the sales for each region. He then wants you to turn the spreadsheet into a nicely formatted PDF (ONE PAGE) and email it to the bank manager. He needs it today for a meeting at 11 am.

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Turned in

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Assigned

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Graded



BintuStores.PNG



Add class comment...



Thomas Jones

Feb 27, 2018 (Edited Feb 27, 2018)



Spreadsheet skills

Due Feb 27, 2018, 1:00 PM

Simple Spreadsheet

1. View the attached Spreadsheet
2. Create one just like it in Google Sheets
3. Include sum Average Max and Min horizontal and vertical.
4. Format appropriately
5. Create a Pie chart that shows each month with total sales of each month.
6. Create a letter to your bank explaining the spreadsheet and asking for a loan that equals 15% of total sales for the period.
7. Submit both the spreadsheet and letter to this assignment for marks before the end of class.

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Turned in

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Assigned

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Graded



Spreadsheet.PNG



Add class comment...



ICT 10



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Due Feb 21, 2018, 1:00 PM

Superstore Spreadsheet

You are the Go-to person when it comes to Spreadsheets at the Superstore Office

You have a new boss that wants YOU to analyse an EXCEL spreadsheet.

Can you answer his questions by the end of this class.? Here they are:

What is this spreadsheet all about?

1. How many stores are in this spreadsheet?
2. How many stores are in the West, East and central?
3. Add up all the profit
4. Where does Rob Lucas work?
5. How many days are there between the Order date and the Shipping Date for each item?
- 6,. Add up all the profit for each REGION and show me a pie chart based on that data.

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Turned in

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Assigned

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Graded



Superstore.xls



Add class comment...



Thomas Jones

Feb 20, 2018 (Edited Feb 20, 2018)



Due Feb 20, 2018, 10:30 AM

Tim Hortons Sales

In a google spreadsheet create a 1st Quarter budget for sales in 2018.

Choose at least ten items from the Tim Horton's menu.

For each month enter a sales amount between 900 and 1500 items sold.

Calculate totals for each month and each item.

Calculate the percentage for each total.

Create a bar chart that shows the totals for each item.

This is an individual assignment and is to be completed and submitted before the end of class today.

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Add class comment...

**Thomas Jones**

Feb 16, 2018 (Edited Feb 16, 2018)



Due Feb 18, 2018, 11:59 PM

Cover Letter

This is an individual assignment. Create a cover letter of your own. Use the THIRD page in the PDF as an example. Feel free to edit and change it. Submit your DOC to GC for marking.

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Turned in

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Assigned

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Graded



New Doc 2018-02-15.pdf



Add class comment...

**Thomas Jones**

Feb 16, 2018



Create a budget in Google Sheets

Due Feb 18, 2018, 11:59 PM

Budget 2

This is another individual assignment to be completed in a google sheet and submitted in GC. Just the reproduction of the SECOND page of the PDF in a google sheet is all that is required. Copy and paste the first sheet to save time then adjust for what is on the second page.

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New Doc 2018-02-15.pdf



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**Thomas Jones**

Feb 16, 2018 (Edited Feb 16, 2018)



Create a budget in Google Sheets

Due Feb 18, 2018, 11:59 PM

Budget 1

This is an individual assignment to be completed in a google sheet and submitted in GC. Just the reproduction of the first page of the PDF in a google sheet is all that is required.

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**New Doc 2018-02-15.pdf**

Add class comment...

