

CIS 310 – Excel Assignment

Decision Support with Excel Project Fred Pryor Seminars

50 points

DUE DATE: Wed 3/8 by 11:59 PM

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Academic Integrity Policy: This is an individual assignment. Collaboration with another student is not allowed. Any sharing of work or factual data between students is not allowed. All work must be original for this project in this quarter. You may not use work (yours or someone else's) from other classes or other quarters. Students violating this academic integrity policy will receive zero points for this Assignment, an "F" grade in CIS310, and will be referred to the Office of Judicial Affairs.

Project Objectives:

The purpose of this project is perform an in-depth decision-making analysis of complex and inter-related data using Microsoft Excel. The software we will be using for this assignment is Microsoft Excel 2010, 2013 or 2016.

Project Background:

Fred Pryor Seminars (FPS) is a national provider of professional seminars in technology, finance, HR, accounting, and project management. The company strives to provide corporate and individual clients with high-quality, convenient, current, and practical business-related training.

Over the past few years, FPS has seen a steady growth in its business and has a reputation for providing quality instructions to its clients. The company's reputation is due in part to its 10 full-time, highly qualified instructors with practical knowledge of the topics they teach. The instructors teach a variety of courses, ranging from productivity to certification courses. The courses are typically one-week courses and are limited to 24 students per course. FPS offers its courses on school campuses, at corporate sites, and other off-site locations.

As part of the company's quality strategy, seminar students are asked to complete customer satisfaction survey upon the completion of their courses. These surveys are then reviewed by Dr. Fred Pryor, the founder of FPS, to ensure the quality of the courses, as well as the instructors. Exhibit 1 shows a copy of the satisfaction survey.

Until now, Dr. Pryor has just reviewed the survey data, but had little time to analyze it. He realizes that the surveys contain a wealth of information about his company's training, and wants to have a more in-depth analysis of the data with an Excel application. Dr. Pryor hires you as a consultant to develop a Pryor Survey Results workbook that will enable him to enter and track the results of the satisfaction surveys.

Once the surveys are collected by one of the staff members from FPS, Dr. Pryor's secretary will code each survey respondent's answers. For each question, the possible responses are given a unique number. For example, if the respondent answers "No" for Question 1, then the secretary will record "1" in the worksheet cell. If the respondent answers "Yes" for Question 1, then "2" is recorded in the worksheet cell. Exhibit 2 shows how the questionnaire responses are coded.

Your consulting assignment consists of several tasks, including the completion of an Excel workbook (Pryor Survey Results), containing multiple worksheets as per assignment specifications detailed in this write-up. The purpose of the Pryor Survey Results workbook is to enter, track, and analyze customer satisfaction surveys for Fred Pryor Seminars.

Dr. Pryor hands you a copy of an incomplete workbook called Pryor Survey (cis310Fall2016input.xlsx). This workbook currently contains one worksheet (Initial Data) with a sample survey data. You are to use this data when designing the Pryor Survey Results workbook.

Columns A through E of the Initial Data worksheet provide general information about the course. As the general information is readily available, it is not necessary to collect this information from the survey respondent. Instead, the secretary enters the general course information as she enters the respondent's answers into the worksheet. Exhibit 3 explains the codes for Columns A through E.

Columns F through M of the Initial Data worksheet contain data that have been captured on the survey forms. The data displayed in these columns have been coded, meaning the survey responses have been coded using the codes displayed in Exhibit 2. For example, if a student circled "No" as her answer for Question 1 on the survey form, then a "1" is displayed in Column F. Likewise, if a student circled "Yes" as her answer for Question 1, then a "2" is displayed in Column F. (The codes help facilitate the analysis of the survey data).

Exhibit 1. Customer Satisfaction Survey

**Pryor Seminars
Satisfaction Survey**

1. Have you previously attended a seminar offered by Prior Seminars?					
	a. No	b. Yes			
2. Have you attended a seminar offered by another company?					
	a. No	b. Yes			
3. Overall, I am satisfied with the course.					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
4. I will recommend Prior Seminars to friends and family.					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5. The information presented will be useful on my job.					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
6. The instructor was knowledgeable about the subject matter.					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
7. The seminar's content was timely.					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
8. The instructor met the stated course objectives.					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

*Exhibit 2. Customer Satisfaction Survey
Codes*

If Response Is:	Code
No	1
Yes	2
Strongly Agree	5
Agree	4
Neutral	3
Disagree	2
Strongly Disagree	1

Exhibit 3. General Course Information

Codes

Column	Codes	Explanation
A	Uses the actual course number	Contains the course number
B	1 = Client's Site 2 = Pryor Seminars 3 = Another Location	Specifies where the course was offered. The course can be offered at the client's site, at Pryor Seminars or at another location
C	Uses the instructor's identification number	Specifies the instructor's identification number
D	Uses the number of students enrolled in the class.	Specifies the number of students enrolled in the class (Note: Note all students submit a survey)
E	Uses the end date of the seminar	Specifies the end date of the seminar

Follow the tasks listed below to complete this assignment.

Project Tasks:

Task1. Preparing for Assignment.

Read through the entire assignment.

Task2. Download the input file from Blackboard

- 1) From Blackboard, download the input file – **cis310Fall2016input.xlsx**. This file is the starting point of your project, as it contains the initial survey data you will use to create the new workbook for the assignment.

Task 3. Create a new Excel workbook

- 1) Create a new Excel workbook and title it **myWorkbook.xlsx**. This workbook will contain multiple worksheets created in the subsequent tasks for this assignment. The completed workbook will enable Dr. Pryor to be more effective in evaluating his company's course offerings and instructor performance.

Task 4A Create a new Response worksheet in the workbook.

- 1) Create a new worksheet (titled *Response*) in the workbook (**myWorkbook.xlsx**) created in Task 3. This worksheet will contain survey results for a two-week period.
- 2) Copy data from the *Initial Data* worksheet in **cis310Fall2016input.xlsx**) and paste it into the *Response* worksheet. Format the *Response* worksheet by including descriptive

headings for each column and the following title: (**note:** The title should be located above all descriptive headings. The title should not be placed in a Header section, but directly onto the worksheet using the insert cells function [Right click the top-most cell>Insert...>Entire row). Insert a row for each line.)

***Fred Pryor Seminars Consolidated
Survey Results For September 2012
(Two-Week Period)***

3) When the survey forms are returned from the survey respondents, Dr. Pryor's secretary will code and enter the individual survey results into the *Response* worksheet. When entering survey data into the *Response* worksheet, Dr. Pryor wants the results for each survey assigned a respondent number. This requires the insertion of a new (left most) column titled Survey Respondent into the *Response* worksheet. For example, for the first 20 surveys, the surveys would be numbered 1 through 20, respectively. For the next five surveys, they would be numbered 21 through 25, etc.

You are required to add a new column (left most column) to the *Response* worksheet and title it ***Survey Respondent***; assign a unique value, starting at 1 and incremented by 1, to each row of the new column to specify survey respondent number. Refer to the Exhibit 4 for a fragment of a partial data sample in the *Response* worksheet after the Survey Respondent column was added to the worksheet.

Exhibit. 4 Partial Sample of the left-most data in the Response worksheet.

Survey Respondent	Course No.	Location	Instructor ID	Class Size	Seminar End Date	Question 1: PS Attendance	Question 2: Attended Another	Other columns
1	RTS1	1	3	20	09/15/2012	2	1	...
2	RTS1	1	3	20	09/15/2012	2	2	...

(note: other columns of the *Response* worksheet are not displayed in Exhibit 4)

4) Add a new column (right most column) to the *Response* worksheet and title the column ***Attended a Seminar Before***. (See Exhibit 5 for a fragment of a partial data sample in the *Response* worksheet after the Attended a Seminar Before column was added to the worksheet as the right most column).

Exhibit. 5 Partial Sample of data in the Response worksheet.

Survey Respondent	Course No.	Question 1: PS Attendance	Question 2: Attended Another	Other columns	Attended a Seminar Before
1	RTS1	2	2	...	4
2	RTS1	1	2	...	3

(note: other columns of the *Response* worksheet are not displayed in Exhibit 5)

Attended a Seminar Before column must keep track of whether a given respondent attended both, either one, or neither one of the seminars. The possible values for this column are 2, 3 or 4. Do not enter these values manually! **You must use an Excel function to derive the column's value for each row based on the following rules:**

- a. If a respondent did not attend the PS seminar AND did not attend a seminar offered by another company, value **2** must appear in the **Attended a Seminar Before** column for the given row;
- b. If a respondent did attend the PS seminar AND did attend a seminar offered by another company, value **4** must appear in the **Attended a Seminar Before** column for the given row;
- c. If a respondent did attend the PS seminar AND did not attend a seminar offered by another company, value **3** must appear in the **Attended a Seminar Before** column for the given row;
- d. If a respondent did not attend the PS seminar AND did attend a seminar offered by another company, enter value **3** in the **Attended a Seminar Before** column for the given row.

Question: As you review Exhibit 5, why is there a value of **3** in the **Attended a Seminar Before** column for **Survey Respondent #2**?

Answer: The code for Question # 1 PS Attendance is “1”, which means (see Exhibit 2 for survey codes) that the respondent DID NOT attend the PS seminar; furthermore, the code for Question #2 is “2”, which means that the respondent DID attend Another Seminar; thus, according to the rule D (listed above), the value of 3 must be computed (using an Excel function) in the **Attended a Seminar Before** column for the second row (i.e., Survey Respondent #2).

Next, you should use an Excel function to compute the values of the **Attended a Seminar Before** column for each and every row in the *Response* worksheet.

Task 4B. Add results of four additional surveys to Response Worksheet.

Exhibits 6, 7, 8 and 9 provide the results of four additional surveys. Enter the results for EACH survey at the end of the *Response* worksheet. You will need to code the response data for Questions 1 – 8 using the survey codes in Exhibit 2. (The answers for each survey question on Exhibits 6, 7, 8 and 9 are underlined and are in **bold red text**). Other information for each of the four surveys is provided below.

- 1) For the survey in Exhibit 6, use the following information for the *Response* worksheet:
 Survey Respondent: 282
 Course No: RTS6
 Location: 3
 Instructor Id: 2
 Class Size: 18
 Seminar End Date: 09/22/2012
 Questions 1 – 8: See codes in Exhibit 2.
 Attend a Seminar Before: Derive a value as per Task 4A-4 (use Excel function)
- 2) For the survey in Exhibit 7, use the following information for the *Response* worksheet:
 Survey Respondent: 283
 Course No: RTS8
 Location: 1
 Instructor Id: 5
 Class Size: 15
 Seminar End Date: 09/22/2012
 Questions 1 – 8: See codes in Exhibit 2.
 Attend a Seminar Before: Derive a value as per Task 4A-4 (use Excel function)
- 3) For the survey in Exhibit 8, use the following information for the *Response* worksheet:
 Survey Respondent: 284
 Course No: RTS7
 Location: 2
 Instructor Id: 7
 Class Size: 22
 Seminar End Date: 09/22/2012
 Questions 1 – 8: See codes in Exhibit 2.
 Attend a Seminar Before: Derive a value as per Task 4A-4 (use Excel function)
- 4) For the survey in Exhibit 9, use the following information for the *Response* worksheet:
 Survey Respondent: 285
 Course No: RTS8
 Location: 2
 Instructor Id: 9
 Class Size: 15
 Seminar End Date: 09/22/2012
 Questions 1 – 8: See codes in Exhibit 2.
 Attend a Seminar Before: Derive a value as per Task 4A-4 (use Excel function)

Exhibit 6

Pryor Seminars

Satisfaction Survey

1. **Have you previously attended a seminar offered by Pryor Seminars?**

a. No b. Yes

2. **Have you attended a seminar offered by another company?**

a. No b. Yes

3. **Overall, I am satisfied with the course.**

Strongly Agree	Agree	Neutral	<u>Disagree</u>	Strongly Disagree
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4. **I will recommend Pryor Seminars to friends and family.**

Strongly Agree	Agree	Neutral	Disagree	<u>Strongly Disagree</u>
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5. **The information presented will be useful on my job.**

Strongly Agree	Agree	<u>Neutral</u>	Disagree	Strongly Disagree
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6. **The instructor was knowledgeable about the subject matter.**

Strongly Agree	Agree	<u>Neutral</u>	Disagree	Strongly Disagree
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7. **The seminar's content was timely.**

Strongly Agree	Agree	Neutral	<u>Disagree</u>	Strongly Disagree
----------------	-------	---------	-----------------	-------------------

8. **The instructor met the stated course objectives.**

Strongly Agree	Agree	Neutral	Disagree	<u>Strongly Disagree</u>
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Exhibit 7
Pryor Seminars
Satisfaction Survey

1. **Have you previously attended a seminar offered by Pryor Seminars?**

a. No b. Yes

2. **Have you attended a seminar offered by another company?**

a. No b. Yes

3. **Overall, I am satisfied with the course.**

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
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4. **I will recommend Pryor Seminars to friends and family**

<u>Strongly Agree</u>	Agree	Neutral	Disagree	Strongly Disagree
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5. **The information presented will be useful on my job.**

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
----------------	--------------	---------	----------	-------------------

6. **The instructor was knowledgeable about the subject matter.**

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
----------------	--------------	---------	----------	-------------------

7. **The seminar's content was timely.**

Strongly Agree	Agree	<u>Neutral</u>	Disagree	Strongly Disagree
----------------	-------	----------------	----------	-------------------

8. **The instructor met the stated course objectives.**

<u>Strongly Agree</u>	Agree	Neutral	Disagree	Strongly Disagree
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Exhibit 8

Pryor Seminars

Satisfaction Survey

1. Have you previously attended a seminar offered by Pryor Seminars?

a. No b. Yes

2. Have you attended a seminar offered by another company?

a. No b. Yes

3. Overall, I am satisfied with the course.

Strongly Agree	Agree	<u>Neutral</u>	Disagree	Strongly Disagree
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4. I will recommend Pryor Seminars to friends and family.

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
----------------	--------------	---------	----------	-------------------

5. The information presented will be useful on my job.

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
----------------	--------------	---------	----------	-------------------

6. The instructor was knowledgeable about the subject matter.

Strongly Agree	Agree	<u>Neutral</u>	Disagree	Strongly Disagree
----------------	-------	----------------	----------	-------------------

7. The seminar's content was timely.

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
----------------	--------------	---------	----------	-------------------

8. The instructor met the stated course objectives.

Strongly Agree	Agree	<u>Neutral</u>	Disagree	Strongly Disagree
----------------	-------	----------------	----------	-------------------

Exhibit 9
Pryor Seminars
Satisfaction Survey

1. Have you previously attended a seminar offered by Pryor Seminars?

a. No b. Yes

2. Have you attended a seminar offered by another company?

a. No b. Yes

3. Overall, I am satisfied with the course.

<u>Strongly Agree</u>	Agree	Neutral	Disagree	Strongly Disagree
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4. I will recommend Pryor Seminars to friends and family

<u>Strongly Agree</u>	Agree	Neutral	Disagree	Strongly Disagree
-----------------------	-------	---------	----------	-------------------

5. The information presented will be useful on my job.

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
----------------	--------------	---------	----------	-------------------

6. The instructor was knowledgeable about the subject matter.

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
----------------	--------------	---------	----------	-------------------

7. The seminar's content was timely.

Strongly Agree	<u>Agree</u>	Neutral	Disagree	Strongly Disagree
----------------	--------------	---------	----------	-------------------

8. The instructor met the stated course objectives.

<u>Strongly Agree</u>	Agree	Neutral	Disagree	Strongly Disagree
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Task 5. Create a new Summary worksheet in the workbook.

1) Create a new worksheet (titled *Summary*) in the workbook (**myWorkbook.xlsx**) created in Task 3. The purpose of this worksheet is to summarize data contained in the *Response* worksheet. For each question, the *Summary* worksheet should provide a count for each possible response. The count should reflect the number of times a particular response for the question was given. For instance, the *Summary* worksheet should show how many “1” entries, “2” entries, and “3” entries appear in the Location column for the *Response* worksheet. For questions 3 – 8, Dr. Pryor wants to see their averages, modes, and medians displayed in the *Summary* worksheet. The *Summary* worksheet should also provide the average, mode, and median class size.

The content and format of the *Summary* worksheet must be based on the *Summary Worksheet Layout* in Exhibit 10.

IMPORTANT NOTE: Use Excel functions to derive appropriate values for each row/column of the *Summary* worksheet. Excel functions **MUST** be used to derive every value in the sheet to receive full credit (Note: the function used, not the value, must appear in the function bar when the cell is selected). No credit will be given to assignments in which Excel functions are not used to derive values in the cells of the *Summary* worksheet.

Task 6. Create several new worksheets (in the workbook) for data analysis.

➔ Note: Depending on the version of Excel you are using, you may or may not have the referenced chart/styles/formatting (i.e. stacked column etc), or specific graphs - select any from the ones available in your version of Excel

Dr. Pryor wants to analyze the survey data at varying levels of detail. So far, you have entered the survey data into a *Response* worksheet and computed summarized results in the *Summary* worksheet. Dr. Pryor also wants to view data based on multiple conditions (such as satisfaction ratings for instructors by course). You have suggested to him that the PivotTable and PivotChart reports are very good tools for this type of analysis. He likes your suggestion and requested that you use these tools to provide answers to the following questions:

- 1) Which instructor was the most knowledgeable about the subject matter being taught? That is, which instructor had the highest percentage of *strongly agreed* responses (for Question 6) with respect to the total number of the *strongly agreed* responses given? Filter your PivotTable by Course No.
 - Create a PivotTable report in the worksheet titled **Q1InstrKnow**.
- 2) What is the popularity of Pryor Seminar Courses? (Of the total number of students who have taken classes, give the percentages of the popularity of each course (in terms of the number of enrolled students) in comparison to all courses combined. Create a pie chart showing the percentage of offerings for each course as compared to the total courses offered.
 - Create a PivotTable report (Course No. as the Row Labels and Class Size as summed Values) AND a PivotChart report (Exploded Pie Chart) in the worksheet titled **Q2CrsPopularity**. Make sure to include BOTH, the PivotTable and PivotChart, on the same worksheet. Add a descriptive title to the PivotChart and format it with appropriate labels for a user-friendly presentation style. Be creative in formatting the chart.
- 3) How many respondents who have taken a seminar course with another company *agreed* or *strongly agreed* that they would recommend Pryor Seminars to friends and family? Create a PivotTable report in the worksheet titled **Q3Recommend**.
- 4) How did the students rate their instructor on the instructor's ability to provide timely content? For each instructor, provide a *percentage* for each response. (Each instructor's total percentage should equal 100%)
 - Create a PivotTable report AND a PivotChart report (100% Stacked Column) in the worksheet titled **Q4TimelyContent**. Make sure to include BOTH, the PivotTable and PivotChart, on the same worksheet. Add a descriptive title to the PivotChart and format it with appropriate labels for a user-friendly presentation style. Be creative in formatting the chart.
- 5) For each course, how many students *agreed* or *disagreed* that the course was useful? Filter the report by class size, so that Dr. Pryor could analyze for correlations (if any) between the class size and the perception of the course usefulness. For example, Dr. Pryor wonders if students in smaller classes perceive the information presented in the course as more useful to their job than students enrolled in larger classes.

Create a PivotTable report AND a PivotChart report (clustered 3-D bar) in the worksheet titled **Q5CrsUsefulness**. Make sure to include BOTH, the PivotTable and PivotChart, on the same worksheet. Format the PivotChart report using the Layout and Design tabs as follows:

- i. Add a descriptive chart title
- ii. Use Chart Style 2 for the chart's design
- iii. Show data table with legend keys
- iv. Show primary vertical gridlines, and within that, show major and minor gridlines.

6) Create a PivotTable and PivotChart reports of your choice.

1) As a consultant to Dr. Pryor, it is one of your tasks to think above and beyond of what Dr. Pryor had asked you to do. What other reports and charts would help Dr. Pryor perform additional analysis of survey data? You must first come up with a problem statement. Your problem statement can be about anything related to the analysis of Fred Pryor's Seminar workbook data. However, to receive full credit for #6, your problem statement **must not** be identical or very similar to the problem statements in questions #1 -#5. Enter the problem statement in cell A1 of worksheet titled **Q6MyReport**. Furthermore, make sure that the chosen chart type is relevant to the analyses of the problem statement.

Next...

Create a PivotTable report AND a PivotChart report (of your choice) in the worksheet titled **Q6MyReport** (include both reports in the worksheet). The reports must address your problem statements. Add a descriptive chart title and format it with appropriate labels for a user-friendly presentation style. Be creative in formatting the chart.

Exhibit 10 Summary Worksheet Layout (note: this is a sample layout. For assignment 1, each cell of this worksheet must have an Excel function to compute the actual values)

Questionnaire Responses Summary For September 2012 (two-week period)						
Class Size		Location				
Average	XX	Client Site (1)	XX			
Mode	XX	PS (2)	XX			
Median	XX	Another (3)	XX			
Question 1: PS Attendance		Question 2: Attended Another		Attended PS and Another	Attended One or the Other	Attended a Seminar
No (1)	XX	XX				
Yes (2)	XX	XX	XX	XX	XX	XX
Question 3: Satisfaction		Question 4: Recommend		Question 5: Course Usefulness	Question 6: Knowledgeable	Question 7: Timely Content
Strongly Agree (5)	XX	XX	XX	XX	XX	XX
Agree (4)	XX	XX	XX	XX	XX	XX
Neutral (3)	XX	XX	XX	XX	XX	XX
Disagree (2)	XX	XX	XX	XX	XX	XX
Strongly Disagree (1)	XX	XX	XX	XX	XX	XX
Average	XX	XX	XX	XX	XX	XX
Median	XX	XX	XX	XX	XX	XX
Mode	XX	XX	XX	XX	XX	XX
Course No.		Respondent Count				
RTS1	XX					
RTS2	XX					
RTS3	XX					
RTS4	XX					
RTS5	XX					
RTS6	XX					
RTS7	XX					
RTS8	XX					
RTS9	XX					
RTS10	XX					
Total	XX					

Note: use Excel functions (e.g., COUNTIF) to determine summary values and replace 'xx' in each column/row with appropriate values.

HINT1: When counting Course No.'s, you'll need to put quotes around the criteria since it is alphanumeric (i.e. "RTS1")

HINT2: To compute the values for the following columns: Attended PS and Another, Attended One or Another, Never Attended, you will need to use the value of the Attend Seminar Before column in the Response Worksheet

Attended A Seminar column = Attended PS and Another + Attended One or the Other

Assignment Deliverable:

This assignment is worth 50 points. You will turn in **one file** for this assignment. The file will be an electronic, working copy of your Excel workbook that meets the criteria specified in Tasks 1 -6 (see above). The file will be in Excel 2010 or 2013 or 2016 format and will contain ALL of the worksheets created by performing Tasks 1 -6. When you turn in this assignment file for grading, your worksheets **MUST** appear in the following order (from left to right):

1. Response worksheet (5 points)
2. Summary worksheet (7 points)
3. Q1InstrKnow (3 points)
4. Q2CrsPopularity (8 points)
5. Q3Recommend (3 points)
6. Q4TimelyContent (8 points)
7. Q5CrsUsefulness (8 points)
8. Q6MyReport (8 points)

Rename the Excel file you created for this assignment (i.e., myWorkbook.xlsx) to the following naming convention: first initial, last name, a1 (e.g., for Andy Smith's assignment the file will be named asmitha1.xlsx). Upload your file to Blackboard using the appropriate upload links provided.

Assignment 1 Grading Rubric (50 points):

The following list shows the points for each worksheet. Partial credit may be earned for each worksheet. It also shows the order that these worksheets are expected in the Excel workbook. Please make that your final workbook has the worksheets in the order listed below (i.e, Response, Summary, Q1InstrKnow, etc.). Adherence to these instructions will facilitate the assessment of your project results.

RUBRIC CODE	DESCRIPTION	TOTAL POINTS
R	Response Worksheet <input type="checkbox"/> Missing or incorrect surveys at the end of the Response Worksheet <input type="checkbox"/> Incorrect formula for Attended a Seminar column <input type="checkbox"/> Missing respondent number	Up to 5 points
S	Summary Worksheet <input type="checkbox"/> Incorrect formulas used to derive values for the cells of the worksheet <input type="checkbox"/> No formulas used; values “hard coded” into the worksheet	Up to 7 points
Q1	Q1InstrKnow Worksheet <input type="checkbox"/> Incorrect PivotTable results	Up to 3 points
Q2	Q2CrsPopularity Worksheet <input type="checkbox"/> Incorrect PivotTable results <input type="checkbox"/> Incorrect PivotChart results <input type="checkbox"/> Wrong PivotChart type <input type="checkbox"/> PivotChart lacks formatting (e.g., chart title, labels)	Up to 6 points
Q3	Q3Recommend Worksheet <input type="checkbox"/> Incorrect PivotTable results	Up to 5 points
Q4	Q4TimelyContent Worksheet <input type="checkbox"/> Incorrect PivotTable results <input type="checkbox"/> Incorrect PivotChart results <input type="checkbox"/> Wrong PivotChart type <input type="checkbox"/> PivotChart lacks formatting (e.g., chart title, labels, etc)	Up to 8 points
Q5	Q5CrsUsefulness Worksheet <input type="checkbox"/> Incorrect PivotTable results <input type="checkbox"/> Incorrect PivotChart results <input type="checkbox"/> Wrong PivotChart type <input type="checkbox"/> PivotChart lacks the required formatting	Up to 8 points
Q6	Q6MyReport Worksheet <input type="checkbox"/> PivotTable results do not correspond to the problem statement <input type="checkbox"/> PivotChart results do not correspond to the problem statement <input type="checkbox"/> Wrong PivotChart type <input type="checkbox"/> PivotChart lacks formatting (e.g., chart title, labels)	Up to 8 points