

FILL IT OUT COMPLETELY and turn in. One per group. The signatures of all participating group members should appear together on the assignment.

1. EXCEL

Formulae and Functions

(A) Use the **Insert** menu and select the *Function...* item. A dialog box will appear; choose *Math and Trig* in the left panel. Select each of the functions (note: a brief explanation of each appears at the bottom of the dialog box). **Hint:** *If you cannot figure out how the function works, click the question mark at the bottom left of the dialog box.*

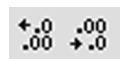
Another Hint: *Check your work with knowns; for example, $\text{SIN } 30^\circ = 0.5$.*

Function	Symbol	Examples (use Symbols if possible)	Answer	Excel Formula
	-	Subtract 25.6 from 102.5		
	+	Add 25.6 to 102.5		
PRODUCT	*	Find the product of 25.5 and 102.4		
QUOTIENT	/	Divide 102.4 by 25.5		
POWER	^	Find 102.4 to 2.5 power		
RADIANS		Convert 102.4° to radians		
DEGREES		Convert 0.5235987 radians to degrees		
COS		Find the cosine of 25.5°		
SIN		Find the sine of 25.6°		
TAN		Find the tangent of 25.5°		
LOG10		Find the base 10 logarithm of 25.5		
LN		Find the natural logarithm of 25.5		
LOG		Find the base 16 logarithm of 25.5		
SQRT	x^0.5	Find the square root of 25.5		

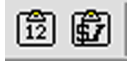
Use PRODUCT, QUOTIENT and POWER to do the same calculations. Is there any difference between the answers that you obtain using the symbols? If so what is the difference?

(B) Toolbar: Copy, Paste and Paste Special...

The Toolbars contain icons that, when clicked are shortcuts to various functions available in the menus.



What are the functions of these tools?



What are the functions of these tools?

What are the functions assigned to the icons described below?

(1) paper,

(2) Folder,

(3) Floppy disk icon

(4) Paper with magnifying glass and

(5) Balloon with question mark?

(C) Do this Excel calculation.

Go to this WWW location.

<http://www2.gly.bris.ac.uk/www/comp/wwwstats/report2002/report02.html#os>

In the navigation frame on the left, find **Operating System Report** and select it. You should see a table that lists the operating system our visitors are running. Copy the *page requests* statistics out of the table and paste them in to a blank Excel spreadsheet. **Make a neatly formatted table** of these numbers and calculate the percentage of the total access for each Operating System type. Be sure to make calculations that show both the Total Windows and Macintosh percentages as well as the various subsets (e.g., Windows 95, Windows 98 etc.). Turn this in along with the answers above.

Below is the format you should use the table you create in part(C)—these are 2001's answers.

OS	OS values	subset	%
Windows	490,832		77.51
Windows 98		296,524	46.83
Windows 95		113,776	17.97
Windows NT		61,470	9.71
Windows 2000		15,612	2.47
Windows 32-bit		2,396	0.38
Windows 3.1		491	0.08
Windows 16-bit		364	0.06
Unknown Windows		160	0.03
Windows CE		39	0.01
Macintosh	93,053		14.69
Macintosh PowerPC		90,677	14.32
Macintosh 68k		2,357	0.37
Unknown Macintosh		19	0
OS unknown	42,948		6.78
Unix	5,588		0.88
SunOS		2,856	0.45
Linux		2,062	0.33
IRIX		346	0.05
OSF1		125	0.02
HP-UX		98	0.02
AIX		89	0.01
BSD		12	0
WebTV	694		0.11
RISC OS	73		0.01
OS/2	51		0.01
Amiga	4		0

2. ILLUSTRATOR

Adobe **Illustrator** has a **Help** menu that can aid in understanding the uses of various tools. Use the **Help** menu in **Illustrator** to answer the following questions. Turn these in with the questions that were answer above.

What are?

Paths

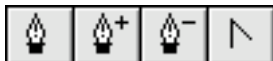
Anchor points

End Points

Below are the direct selection tools. Describe the differences among them.



Below are the pen tools. Describe the differences among them.



Below are tools that allow manipulation of objects in Illustrator. What does each do?

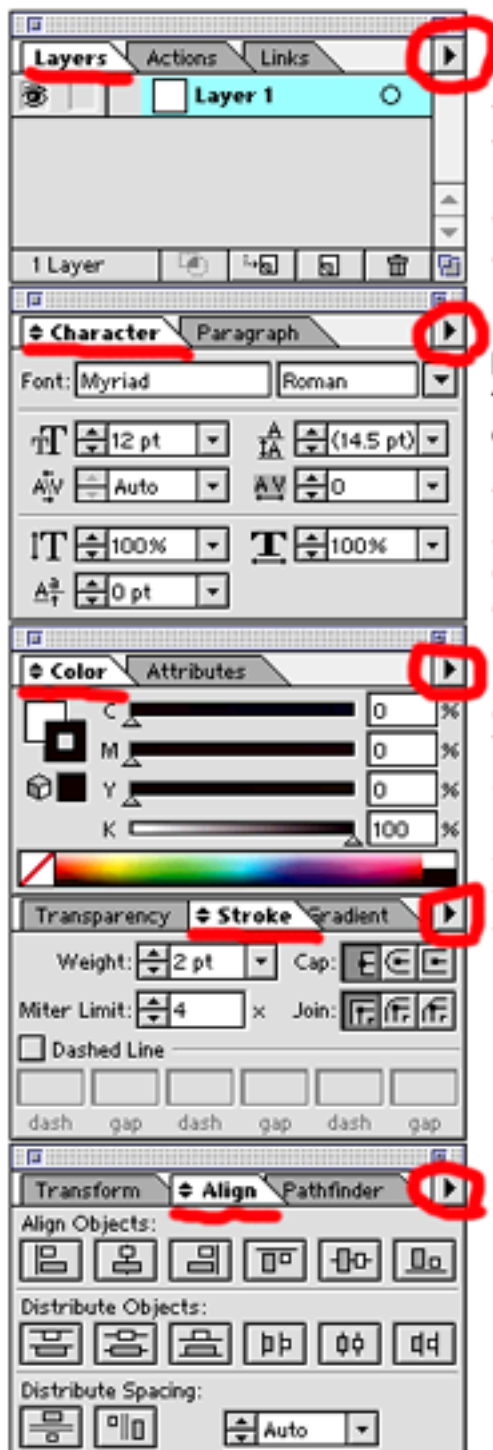


What are the functions of these tools?



How can the "alt" and "shift" be used with these tools to make them more versatile?

In **Illustrator** and find the windows shown below (see the "Window" menu if these are not visible). These windows control layers, text attributes of color and fill and merging and aligning objects.



These are tabbed windows. Their functions control the properties of objects created with the tools and of the document.

Move the cursor to the circled black triangles and press the mouse button. Read the options in the layers window.

Toggle between the "hide" and "show" options in the other windows and see their effect on the window.

Each window hosts the controls for several properties. These can be changed by selecting a different tab (underlined tabs are currently selected). For normal work, **Stroke**, **Color** and **Character** are the most used.

Each member in the group should create a **circle**, a **square** a **curved path**, a **straight line** and a **broken** (dashed) line. Practice changing line weight, color and fill of these objects. Use the two text tools from above and explorer their differences. Have a Demonstrator sign this page as witness to that you have created these objects.

Demonstrator's signature: _____