CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ETT 101 Lab   Elena Harris

Lab 3: Excel Assignment "Week Schedule"

Due date: 4/17/13 (during lab, by 5:50pm)

Introduction / Background

Your success in graduating in Engineering and in your future career will depend on your time management skills. The first step to master time management skills is making a daily, weekly or long term plans. Today you will make a weekly schedule using Microsoft Excel.

Objectives

- Assess your computer skills in using Microsoft Excel.
- Practice self reflection on your learning activities.

Assignment details

1) Create a personal schedule for your week, including the following information:
    a. The title ("Weekly schedule", Your name, date, and course number on the top in bold, 14 pt. font)
    b. Days of week on top (Sunday -> Saturday), Horizontally
    c. Time divided from 12:00 am to 12:00 am (24 hours total) in hour increments
2) Break the times up into categories as follows:
    - Sleeping
    - Eating
    - Shower / etc
    - transit time
    - work time
    - courses
    - study times
    - entertainment
    - etc.
    So that EVERY block is filled in. Use different color codes for each area of activity

3) Calculate the total number of hours in the week, then calculate the percentage of time that you are studying, commuting, "playing", in class, work, etc.
4) Create a pie chart showing the percentages of these times for the whole period. Use the help tutorials (or F1) as a reference if you have not created charts before.
5) Write a paragraph summary in Word document of what you learned by doing this assignment.   You can answer these questions as a starting point:
    a) Are you surprised by the results?

b) Are you spending enough time in your studies?

c) How much sleep are you getting? Is it adequate?

Lab Submission:

- Weekly schedule together with a pie chart in Excel sheet document named as lab3LastFirst.xls
- A paragraph summary about what you learned in Word document named as lab3LastFirst.doc
- Submit both documents in person to the instructor.
- Due time by 5:50 P.M.