ASSIGNMENT GUIDELINES

- All written assignments should be done in MS Word or MS Excel.
- All written assignments should have a header (unless otherwise indicated) that contains your name (left justified), course (center), identifying label (right justified). The identifying label identifies the assignment or exercise for example “HW #2”, “Lab #3” or “Assignment #5”.
- All written assignments should have a footer (unless otherwise indicated) that contains the current system date (left justified), automatic page number (right justified).
- All written assignments should be checked for grammar and spelling.
- All written assignments should be saved properly – using proper filename and extension.
- The default setting for documents:
  - Margins all at 1 inch
  - Font should be Times New Roman - size 12
  - Text should be black
  - Spacing is 1.15
- Document text that should appear on a new line should be preceded by a line break (carriage return).
- Document text that should appear on a new page should be preceded by a page break (ctl-enter) (not multiple line breaks!).
- Documents that use sources beyond the textbook and class discussion should cite the source where used and provide a page at the end of the document for the full bibliography. The source manager should be used for all sources.
- Elements of a document should utilize the power of the word processor when possible (example: table of contents, source management & bibliography, page numbering, spacing, indentation etc.).
- Spreadsheet items should have labels on all tabs.
- Worksheet cells should fit the contents of the cell – make sure nothing is truncated or obscured. Resize the columns as needed to do this.
- Worksheets should be set up to include the print-area – set this for each worksheet.
- Worksheets should have print settings so that items print properly (example: fit-to-one page, landscape). Use the print preview to view this prior to submitting.
- Charts should be properly labeled with title and axis or segments as needed.
- All items should be readable and organized. Use whitespace to make things easier to read. Be as neat as possible - **YOU WILL BE GRADED ON THIS, TAKE PRIDE IN YOUR WORK!!**
- You may seek help on your assignments from classmates, peers, teachers, tutors, and me. You must be aware of the **difference between helping and cheating.** If you are unclear about what is considered cheating, please see me! I hold you accountable for copying someone else’s work, as well as, someone copying your work!