

Using Excel for Business Decisions

E MATERIALS

Registration, Data Download and Software Instructions

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Purchasing the eBook

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The three emails are:

- **Your user/sign-in information.** You will need this to access your profile at the online store each time you want to view your purchased eBook.
- **Order confirmation email.** A receipt and confirmation of your purchase.
- **Code & E-Material information.** A special code generates and sends at the time of purchase. This is the code you will need to verify at the Armond Dalton Resource site for access to student data files and homework submission options.

If you are unable to locate any of these emails, contact us at adpub@armonddalton.com with your order number and what email you are missing.

If you already purchased your eBook directly from our website you can skip ahead to page E-3.

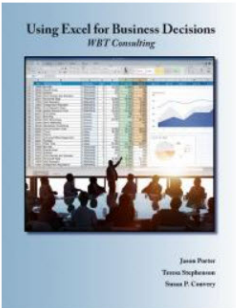

If you purchase Using Excel for Business Decisions, 1st edition through your local university/college bookstore they will give you an access card with a scratch-to-reveal code. You will still need to go to the online book store to “purchase” the eBook. The access code on your card is a coupon code that will make the “purchase” zero dollars.



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Using Excel for Business Decisions, 1st edition.

eBook Only

By: Jason Porter, Teresa Stephenson, Susan P. Convery

Publication date: 2020
ISBN: 978-0-912503-76-9

This book encourages business students to develop the important Excel skills they will need to succeed in the business world. Each chapter introduces important Excel concepts and methods in the context of a business consultant teaching her new assistants, you the students.

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BOOK TYPE

☒ Online eBook, \$49.00

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TITLE INFORMATION

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Students are introduced to a client dilemma that can be addressed using the Excel skills learned. These dilemmas provide a “real world” business context that emphasizes the importance of Excel’s skills and the need to develop decision-making skills to succeed in business. The scenarios throughout the book map to the courses in as typical business curriculum: economics, supply chain management, marketing and advertising, human resources and recruiting, real estate and economics, personal finance, finance and investing, and business statistics and accounting.

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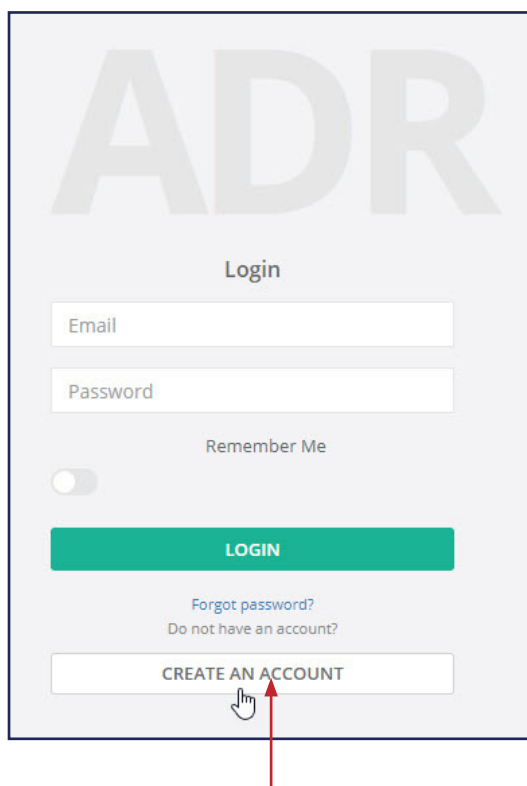
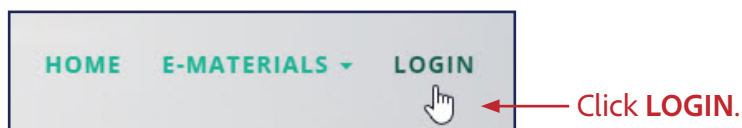
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This will bring the total due to zero..

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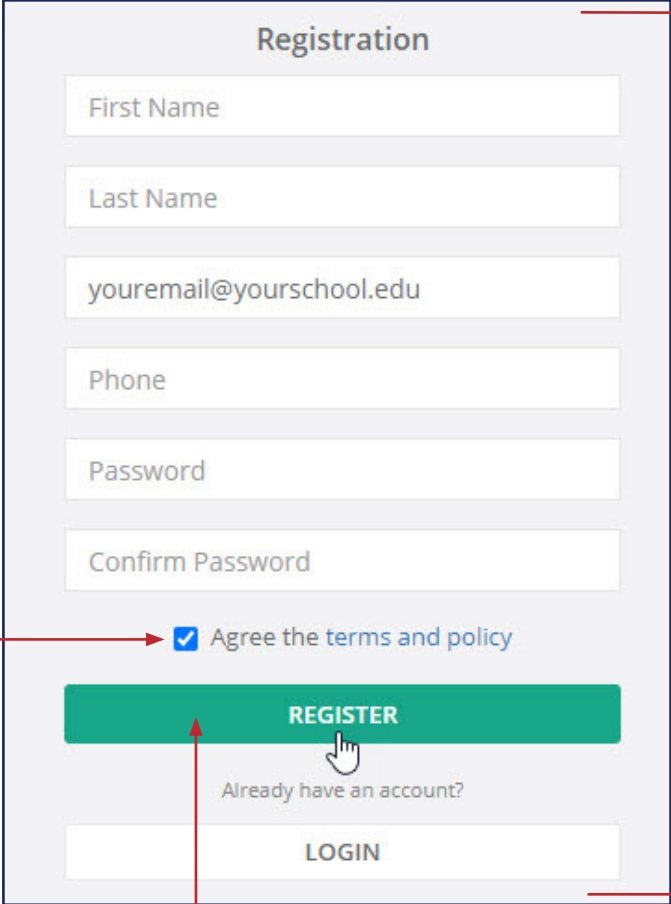
Register on the Armond Dalton Resources Website

To register on the Armond Dalton Resources website go to www.armonddaltonresources.com and complete the following steps:



A screenshot of the login and registration page. At the top is a large "ADR" watermark. Below it is the "Login" section with input fields for "Email" and "Password", a "Remember Me" toggle switch, and a green "LOGIN" button. Below the login section are links for "Forgot password?" and "Do not have an account?". At the bottom is a white button labeled "CREATE AN ACCOUNT". A hand cursor icon is positioned over the "CREATE AN ACCOUNT" button, and a red arrow points from the text "Click CREATE AN ACCOUNT." below the form to this button.

Click **CREATE AN ACCOUNT**.



The registration form is titled "Registration" and contains the following fields: First Name, Last Name, Email (pre-filled with "youremail@yourschool.edu"), Phone, Password, and Confirm Password. Below the fields is a checkbox labeled "Agree the terms and policy" which is checked. At the bottom are two buttons: "REGISTER" (green) and "LOGIN" (white). A red line on the right side of the form indicates that the email address should be used for registration. A red arrow points to the "Agree" checkbox with the text "Click **Agree**". Another red arrow points to the "REGISTER" button with the text "Click **REGISTER**".

Click **Agree**

Click **REGISTER**

Register using your school email address.

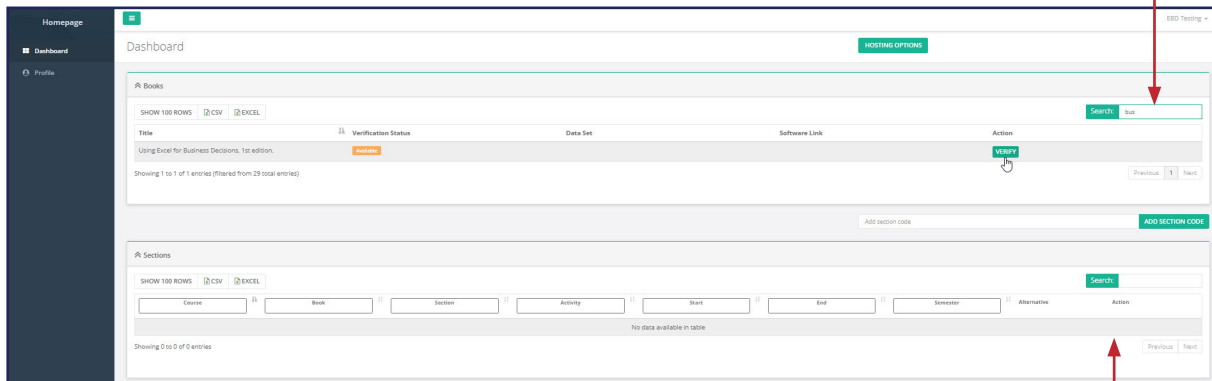
After your registration is complete, the **Dashboard** window will appear.



The dashboard window has a title bar "Dashboard" and a "HOSTING OPTIONS" button. Below the title bar are two expandable sections: "Books" and "Sections". The "Books" section is currently collapsed, indicated by a downward arrow icon on its left. A red arrow points to this icon with the text "Click the down arrow on the left side of the **Books** box." The "Sections" section is also collapsed, indicated by an upward arrow icon. To the right of the "Books" section is a text input field labeled "Add section code" and a green button labeled "ADD SECTION CODE".

Click the down arrow on the left side of the **Books** box.

Type "Business" into the search box or scroll to the bottom of the list to locate the Using Excel for Business Decisions 1st edition, title in the **Books** table.



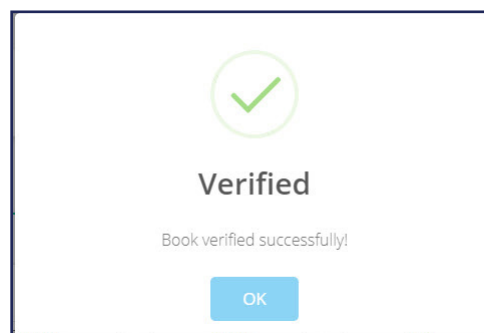
Click **VERIFY**. under the Action column.

Type the One-Time Use Code from the email you received at time of purchase. See page E-1 if you cannot locate this email.

The dialog box titled 'Verify the Book' contains a text input field with the placeholder text 'EnterCodeHere'. Below the input field are two buttons: 'Cancel' and 'OK'. A red arrow points to the input field, and another red arrow points to the 'OK' button.

Click **OK**.

After entering a valid code, you will receive a message that your verification was successful.



Download the Student Data Files

Once you verify your code at the Armond Dalton Resources website the data files will be located in the **Books** table under the Data Set column for the *Using Excel for Business Decisions 1st edition* title.

If you do not see **Student Data Files.zip** in the **Books** table, refresh your browser (F5 or Ctrl+R) and they should appear.



Books		
SHOW 100 ROWS	CSV	EXCEL
Search: bus		
Title	Verification Status	Data Set
Using Excel for Business Decisions, 1st edition.	Verified	Student Data Files.zip

You can ignore the **Click to go link** under the **Software Link** column. No software is provided with this title.

Adding a Section Code

Note: Your professor may choose to have you complete your homework on this website. If so, you will receive a **Section Code** from your professor. This code can be entered at a later time if you have registered before your professor has provided you with a code. We recommend you copy/paste the code your professor provides to you to avoid issues with fonts and number/letter appearances causing confusion.

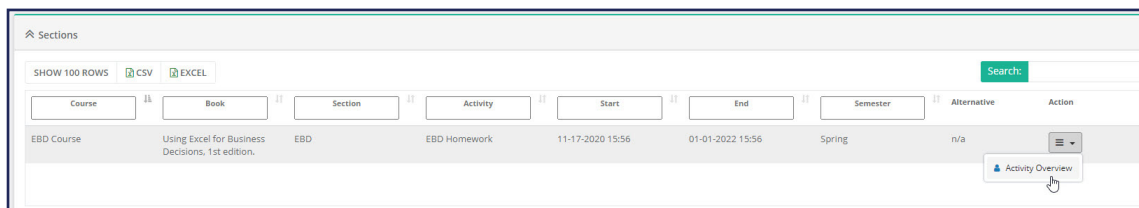
- ▶ Scroll down below the **Books** table. You will see a box where you can enter the section code that you received from your professor.

A screenshot of a web interface showing a text input field with the placeholder text "Add section code" and a green button labeled "ADD SECTION CODE". A red arrow points from the text below to the input field.

Enter the section code and click **ADD SECTION CODE**.

After you add your section code, the course information will appear in the **Sections** table. If you do not see it, refresh your browser (F5 or Ctrl+R).

The following window shows a course with one activity to complete. Your window may look slightly different if your professor has assigned multiple activities but the necessary information is found in the same areas of the table

A screenshot of a web interface titled "Sections". It features a table with columns: Course, Book, Section, Activity, Start, End, Semester, Alternative, and Action. The table contains one row of data. Above the table, there are buttons for "SHOW 100 ROWS", "CSV", and "EXCEL", and a "Search:" input field. Below the table, there is a button labeled "Activity Overview".

Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
EBD Course	Using Excel for Business Decisions, 1st edition.	EBD	EBD Homework	11-17-2020 15:56	01-01-2022 15:56	Spring	n/a	Activity Overview

Note: If you were provided with a section code from your instructor, you will come back to this site later when you are ready to submit your online homework. See the next page for instructions.

Submit Online Homework

When you are ready to submit your online homework, you will log in to the Armond Dalton Resources website at www.armonddaltonresources.com using the username and password you created on your first visit to the site. Locate the *Using Excel for Business Decisions 1st edition* activity/activities in the **Section** box on the **Dashboard** page. The activity start date/time and end date/time are listed on the table.

Your professor may assign multiple activities to be completed over the course of the semester. If this is the case, each activity will be listed in the table.

Click the drop-down arrow on the button under the **Action** column on the same line of the activity you need to submit.

Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
EBD Course	Using Excel for Business Decisions, 1st edition.	EBD	Chapter 1	11-17-2020 15:56	01-02-2021 15:56	Spring	n/a	⋮
EBD Course	Using Excel for Business Decisions, 1st edition.	EBD	Chapter 2	11-17-2020 16:02	03-03-2021 16:02	Spring	n/a	⋮
EBD Course	Using Excel for Business Decisions, 1st edition.	EBD	Chapter 3	11-17-2020 16:03	05-15-2021 16:03	Spring	n/a	⋮

Click **Activity Overview**.

#	Worksheet	Points Earned	Points Possible	Status
Total		0	0	

Click **ENTER ANSWERS**.

- ▶ Choose the assignment for which you are submitting your answers. You may see many or only one option, depending on how your instructor set up their course.

Using Excel for Business Decisions, 1st edition. >> Section 1 >> Chapter 3

Choose Chapter

Select Chapter

Select Chapter

Chapter 1 - Learning Excel Basics

Chapter 2 - Using Excel Formulas

Chapter 3 - Creating Effective Excel Workbooks and Templates

Chapter 4 - Using Data Tables

Chapter 5 - Visualizing Data with Graphs

Chapter 6 - Working with Alphanumeric Data

Chapter 7 - Using Advanced Excel Formulas

Chapter 8 - Using the VLOOKUP and HLOOKUP Functions

Chapter 9 - Working with Pivot Tables

Chapter 10 - Using Statistical Tools

Using Excel for Business Decisions, 1st edition. >> Section 1 >> Chapter 3

Choose Chapter

Chapter 3 - Creating Effective Excel Workbooks and Templates

CH 3 - Critical Thinking Questions **CH 3 - File Upload**

◀ PREVIOUS HOMEWORK

SAVE HOMEWORK **SUBMIT HOMEWORK** **SUBMIT ALL HOMEWORK**

File Upload

> File Upload

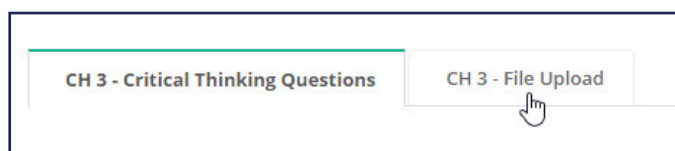
File Upload

Choose File No file chosen

◀ PREVIOUS HOMEWORK

SAVE HOMEWORK **SUBMIT HOMEWORK** **SUBMIT ALL HOMEWORK**

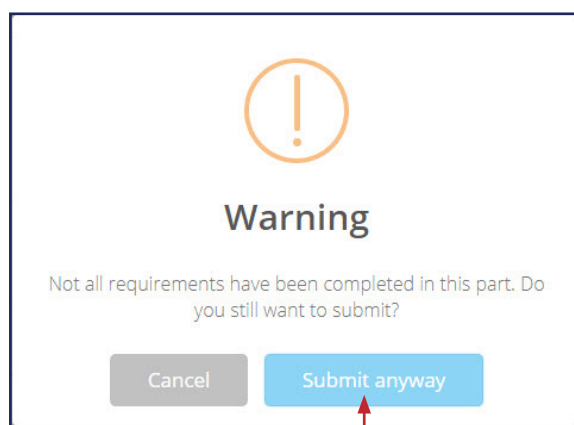
There are two different parts your professor may assign for each assignment. The **Critical Thinking Questions** and the **File Upload**. To access each part, click on the tab below the assignment name in the **Choose Chapter** box.



You can save, exit, and return at any point without submitting final answers by clicking on the **SAVE HOMEWORK** button located at the top and bottom of each page. You can submit the homework for one tab of an assignment separately by clicking the **SUBMIT HOMEWORK** button while on that tab. You can also submit both tabs at one time by clicking the **SUBMIT ALL HOMEWORK** button in the **File Upload** tab.

If multiple files are required to be uploaded in the same assignment you will need to first send all of the files to a compressed zip folder because you can only upload one file to the **File Upload** tab.

With a homework activity that contains multiple assignments, you will submit each assignment individually. You can submit a part of homework without completing all questions/problems. You will not receive points for the question/problem. If you do so, you will receive the following warning message:



Click **Submit anyway** or review both tabs to find the unanswered portion(s).

With each submission the screen will display the points earned and possible for the part of homework. Some answers need to be reviewed by the instructor before the points earned will be displayed. These submissions will say “Not Graded” until the review has been done.

Excel for Business Decisions				STUDENT INSTRUCTIONS
Book Activity: Excel for Business Decisions				
#	Worksheet	Points Earned	Points Possible	Status
1	Chapter 3 - Creating Effective Excel Workbooks and Templates, CH 3 - Critical Thinking Questions	0	15	Not Graded
2	Chapter 3 - Creating Effective Excel Workbooks and Templates, CH 3 - File Upload	0	65	Not Graded
Total		0	80	
ENTER ANSWERS				

Once the submission has been reviewed by your professor, it will say “Graded” and your score will be displayed. You can return to view your score by locating the activity in the **Sections** table of the **Dashboard**, clicking the drop-down arrow on the button under the **Action** column, and clicking **Activity Overview**.