

# MTH 154 Quantitative Analysis DE: summer assignment

(due date in NOVA Canvas calendar)

Welcome to our course! I look forward to getting to know each of you in the fall. Reach out if you have any questions. I check email at least once a week over the summer break. -- Ms Maskelony

([geraldine.maskelony@apsva.us](mailto:geraldine.maskelony@apsva.us))

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Please complete these two modules to demonstrate that you have the prerequisite spreadsheet skills for this course. Each module should take no more than 90 minutes. I will be able to see your progress directly. You will submit a link to your project spreadsheet once school starts. Here are the steps:

1. Join our class in Google Applied Digital Skills
  - a. Go to [g.co/AppliedDigitalSkills](https://g.co/AppliedDigitalSkills)
  - b. Click "**Sign in**" in the top right
  - c. Sign in with your Google account, or create a new one
  - d. Click "**I am a student**"
  - e. Click "**Join a class**" and enter class code **359s9z**
2. Complete Google Workspace: Sheets lessons Parts 1 and 2 (screenshots below).
3. Name and save your spreadsheets so you can share them with me when class starts.

<p>1. Google Workspace: Sheets - Part 1</p> <hr/> <ul style="list-style-type: none"><li>▶ 1. Introduction to Google Workspace: Sheets - Part 1</li><li>▶ 2. Sheets: Duplicate Your Sheet and Add New Data</li><li>▶ 3. Sheets: Format and Organize Spreadsheet Data</li><li>▶ 4. Sheets: Continue Formatting and Organizing</li><li>▶ 5. Sheets: Add Data Validation to Limit Options</li><li>▶ 6. Sheets: Sort Your Data</li><li>▶ 7. Google Workspace: Sheets - Part 1 Wrap-Up</li><li>▣ 8. Reflection</li></ul>	<p>1. Google Workspace: Sheets - Part 2</p> <hr/> <ul style="list-style-type: none"><li>▶ 1. Introduction to Google Workspace: Sheets - Part 2</li><li>▶ 2. Create Filters and Use Filter Views</li><li>▶ 3. Use Filters to Count, Add, and Summarize Data in a Table</li><li>▶ 4. Use the SUM Function to Analyze Data</li><li>▶ 5. Display Data in a Chart</li><li>▶ 6. Use COUNTIF to Generate Numeric Data with Text Values</li><li>▶ 7. Share and Collaborate</li><li>▶ 8. Google Workspace: Sheets - Part 2 Wrap-Up</li><li>▣ 9. Reflection</li></ul>
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