

Thursday May 09, 2013

Year 12 Assignment 11

Research and make notes on:

- **HLOOKUP** function
- **Date & Time** functions
 - Δ **YEAR**
 - Δ **MONTH**
 - Δ **DAY**
 - Δ **HOUR**
 - Δ **MINUTE**
 - Δ **SECOND**
 - Δ **WEEKDAY**

Tasks

- 14.14
- 14.15
- 14.16
- 14.17
- 14.18
- 14.19
- 14.20
- 14.21

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Pg 266-271

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1. Students will carry out both the theoretical and practical reading
2. Submit the **tasks** to the ICT portal by **May 15, 2013**
3. All your files **must** contain your **names** in the **header**
4. Assignments handed in past the deadline will not be considered
5. All assignments are progressive and will be considered for your mid term and end of term grades
6. Be reminded that you are to save the tasks as per the task name eg **Task 14.6**, you will need these task files to attempt and complete forth-coming assignments.