

CS 130 Mail Merge & Equation Editor Worksheet

Exercise #1 - Mail Merge

Open up the Lipid data file in Excel. Add a column to the right of Cholesterol titled "Cholesterol Warning". In this column, write a formula to display the message "Acceptable" when the subject's cholesterol is less than 190, "High" when the subject's cholesterol is 190 or higher and less than 210, and "Dangerous" when the subject's cholesterol is 210 or higher.

Add a column titled "Title" to the right of Gender. This column should display Mr. when Gender is male and Ms. when Gender is female.

Write a short letter to be used to inform each patient of his or her cholesterol level and whether or not the medical staff thinks this level is Acceptable, High, or Dangerous. This letter should contain a greeting, date, the numeric cholesterol score, and warning message. Saved the merged letters as one large Word document.

Exercise #2 – Equation Editor

Using the California Economic Indicator data from assignment 3, perform a regression in Excel to find a linear, logarithmic, and cubic equation that predicts Housing Unit Authorizations from overtime hours. Use the equation editor to write each of the three equations in a Word document.

Challenge:

Look at the Wikipedia page on Pi, <http://en.wikipedia.org/wiki/Pi>. Use the Equation editor to reproduce the formula above **Pi and continued fraction**, and the large fraction below that heading (only reproduce the first 6 rows) in a Word document using the equation editor.