MTH 245   Directions for Turning in an Excel Assignment to Moodle:

1.   An Excel file is called a **workbook**. It consists of one or more worksheets designated by a tab at the bottom. Your name should be at the top right corner of the first worksheet. (If you're working in a group, list all names.)
2.   Use the tab to name each worksheet in your workbook (ex. 1.3 # 5, etc.).
3.   Delete any **extra** worksheets.
4.   Name your file using your last name and the assignment name. For example, Mary Bloggs' homework 2 file should be named "*bloggsHW2.xlsx*" If you are working with a partner, use **both** last names. For example: "*BloggsDoeICA2.xlsx*" for the In-Class Assignment 2 done with John Doe.

Save your file somewhere safe, such as on a USB drive, close the file, and then click on the assignment name in Moodle, click on Browse, double-click on your file, click on Upload This File.