



INSTRUCTIONS FOR USING DATA FILES ON THIS DISK

In every chapter presented in the text, *Making Buying Decisions*, you will have the opportunity to work with spreadsheet files. Your first step will be to review the merchandising concept being presented in the text, and make sure that you understand the sample problem or problems presented for each concept. Then you will be ready to work with the files on this CD.

Many problems in the text, especially in the first several chapters, involve your using spreadsheets that have already been prepared. These spreadsheets require only that you substitute designated variables to answer “what if.” The purpose of these problems is to show you the ease with which mathematical calculations can be completed using a spreadsheet program.

All the files that you will need to complete assignments in the text are included on this CD. Instructions in the text will direct you to open a particular file, such as CH02-2. When the file is loaded you will be able to manipulate any of the cells. Worksheets are provided in the text for you to record your answers, or you may wish to print the results for each problem. If you decide to print each response, you will need to label the question it represents as well as indicating which number is the correct response.

Additional problems are also presented in most chapters that involve your *designing* spreadsheets. Files for those problems have already been named and created for you on this CD; however, you will have to complete the more complex task of creating the spreadsheet. When this concept is initially introduced in the text, a step-by-step process is detailed for constructing a spreadsheet. Later chapters in the text do not provide this much detail when you are asked to construct a spreadsheet.

When you have completed a lesson, *do not save your changes with the same file name*. You may want to return to the unaltered file later. Save the file by adding an “A” to the original file name. For example, save a file as CH02-2A. Using this procedure you will know the new file contains changes you have made to the spreadsheet.

Upon completing the exercises and assignments on this CD, you should have a more genuine understanding of the mathematical concepts used in merchandising—as well as becoming more familiar with computerized spreadsheets.

