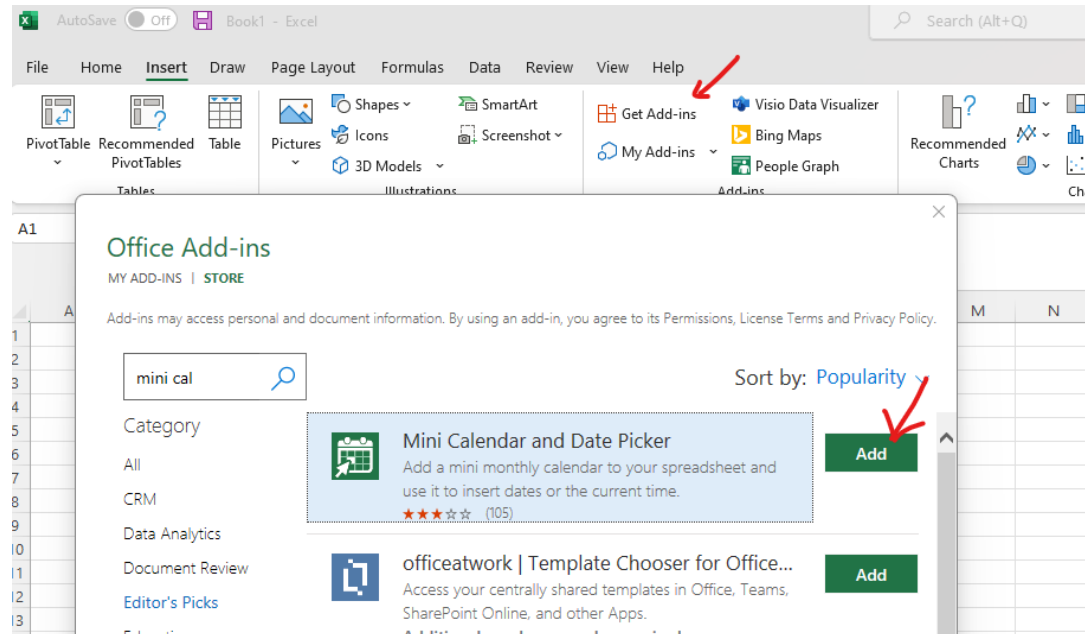


Using Add-ins - Spreadsheet Assignment

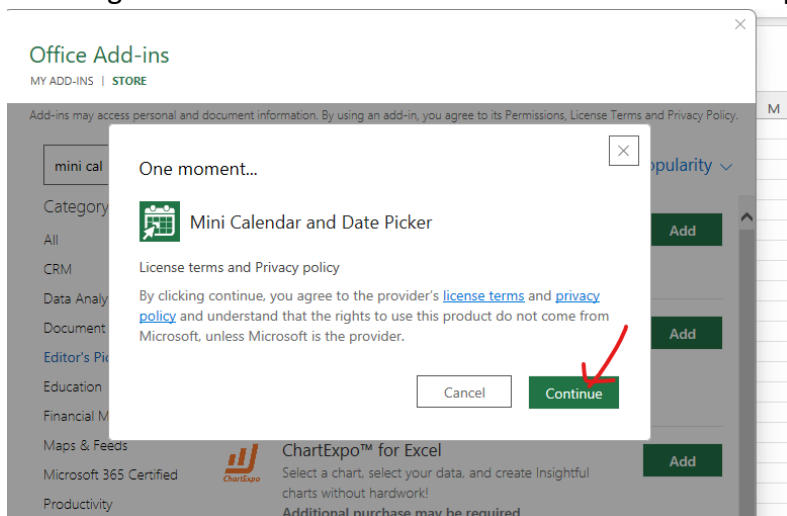
Excel has many advanced features, but you may also add features. Add-ins are apps that have been developed to add features or capabilities to Microsoft Excel. In this assignment, you will add the **Mini Calendar and Date Picker** add-in to Excel. This add-in will allow you to easily add dates to your Excel Spreadsheet by selecting them from a calendar.

Note: This assignment should be completed using the desktop version of Microsoft Excel

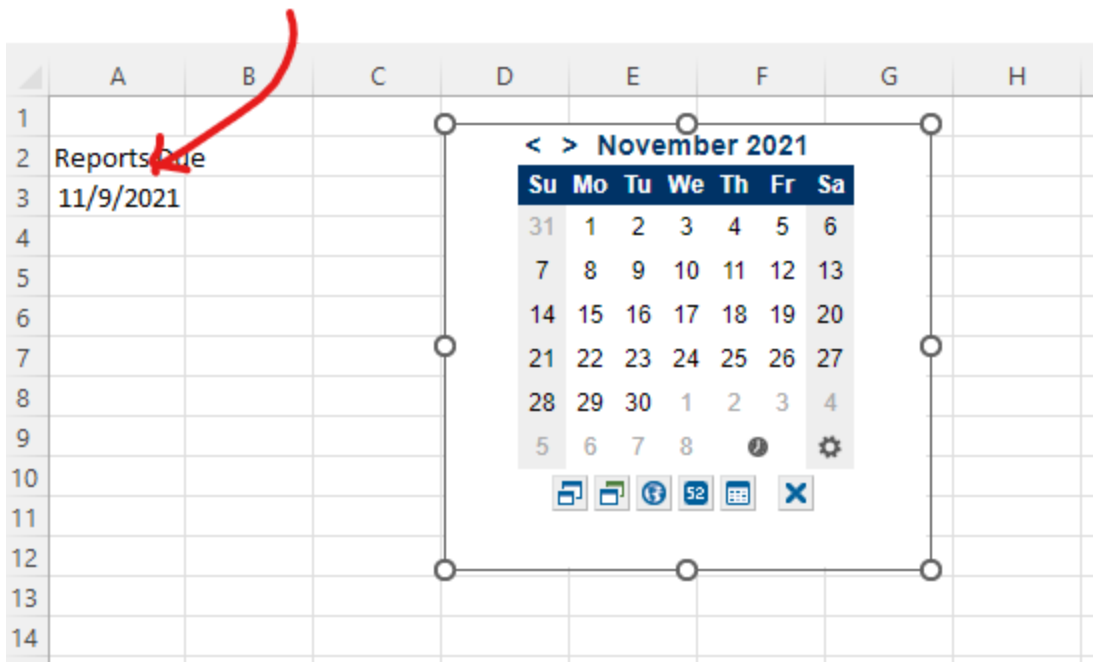
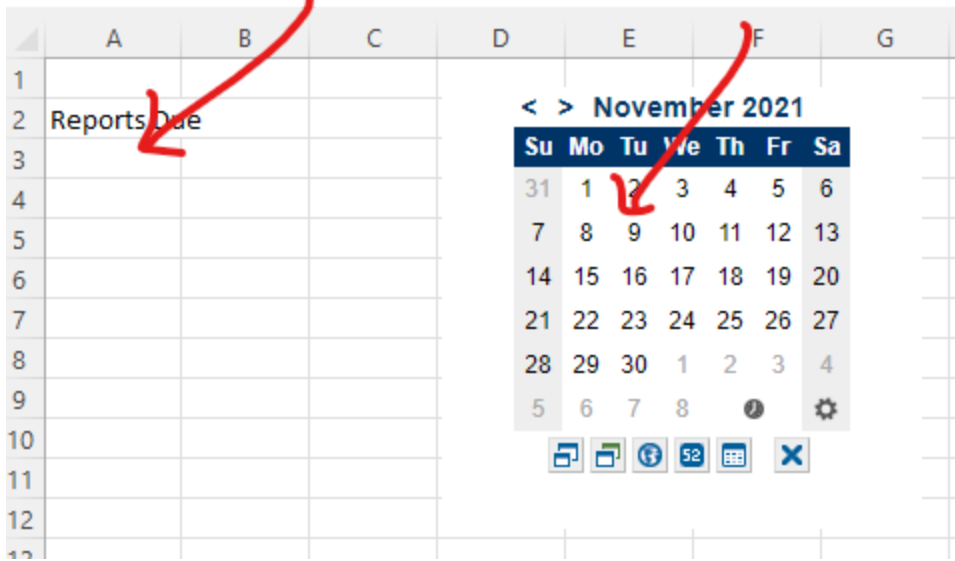
1. To begin, click the **Insert** tab, and then **Get add-ins** and enter *mini calendar* into the search box. The Mini Calendar app should appear. Click **Add**. See the following screenshot.



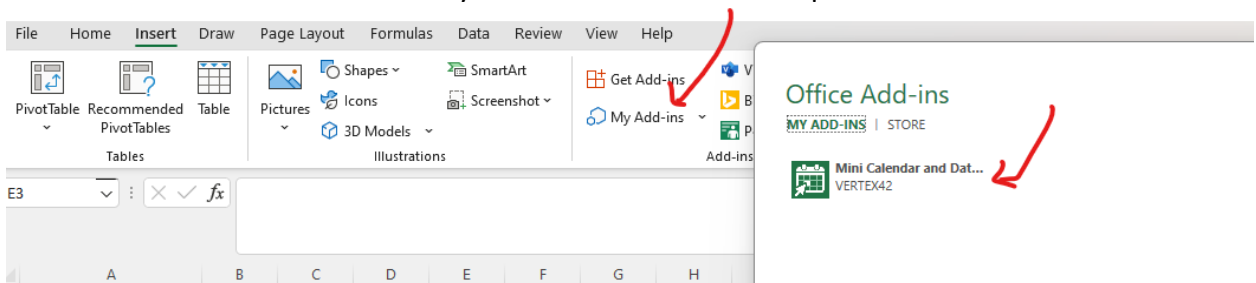
2. You will be prompted to agree to the license agreement. Click **Continue**, as shown in the following screenshot. The add-in will now be added to the spreadsheet.



3. To use this add-in, click in the cell where you wish to enter a date. Use the controls in the add-in to find the desired date and click the date you wish to enter. In the following two screenshots, for example, if you click in cell A3, then find and click Nov 9 2021 in the calendar, the date will be added to the spreadsheet.

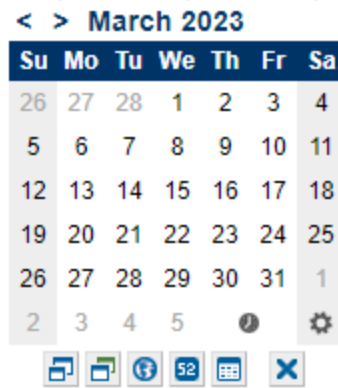


4. If you wish to use the add-in in another spreadsheet, you can click on **Insert**, then **My Add-ins** and then select the add-in you wish to include in the spreadsheet.



5. For this assignment, create the following spreadsheet showing upcoming dates of three conferences you will be attending. You make up your own dates and locations, but use the the **Mini Calendar and Date Picker** to enter the dates. If the dates cannot be displayed properly, you may need to adjust column widths.

	A	B	C	D	E	F	G	H
1								
2	Conference Dates							
3								
4	Date	Location						
5	12/16/2022	Galveston						
6	2/24/2023	New Orleans						
7	3/27/2023	San Antonio						
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								



- When finished, save your spreadsheet as **yourname-conferences**. Also take a screenshot showing the date picker and your spreadsheet. Name the screenshot **yourname-conferences-screenshot**.

Submitting your Assignment.

For the **Using Add-ins** Spreadsheet assignment in Blackboard, submit the following items:

- The Excel spreadsheet **yourname-conferences**
- The screenshot **yourname-conferences-screenshot**.