# Appendix B

**Excel Prior Performance Tasks**
**Outcome Expectations Questionnaire**
**Computer Self-Efficacy Questionnaire**
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## Initial Performance Tasks

**Instructions: Please complete the following TEN Excel tasks that are listed on this worksheet. You will need to scroll down this sheet to view all ten tasks. If you do not know how to perform a task, skip it and continue to the next question. After you have completed all of the tasks you can, please click the finished button at the bottom of the list.**

| Employee Salaries | | | | |
|---|---|---|---|---|
| | | | | |
| Social Security Number | Base Salary | Bonus | | |
| | $ 25,000 | 5% | | |
| | $ 30,000 | 10% | | |
| | | | | |

1. Using the information above, enter the label "Total Salary" in cell E12.

2. Bold the label "Total Salary" that you entered in cell E12.

3. Widen column E so that it is wide enough to display the entire label you entered in step #1.

4. Change the font of the label you entered in cell E12 to Times New Roman.

5. In cell E13, enter the formula that would be used to calculate the new salary. This formula is the base salary amount multiplied by (1 plus the bonus percentage).

6. Copy the formula you entered in cell E13 to E14.

7. Format cells E13, E14, and E15 as CURRENCY with ZERO decimal places.

8. Center the title "Employee Salaries" across columns B-F.

9. Enter a formula in cell E15 that will add the contents of cells E13 and E14. Use a function to add these cells together.

10. Double-underline the contents of cell E15 (the one in which you just entered a formula).

**Outcome Expectations Questionnaire**

**Instructions: The following statements describe the outcomes that people might experience as a result of using a computer. For each item, indicate whether you feel you would be likely to experience that outcome from your computer use.**

| | | Very Unlikely 1 | 2 | Neutral 3 | 4 | Very Likely 5 |
|---|---|---|---|---|---|---|
| **Q1:** | **...I will be better organized.** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Q2:** | **...I will increase my effectiveness on the job (or in school).** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Q3:** | **...I will spend less time on routine job (school) tasks.** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Q4:** | **...I will increase the quality of output of my job (school).** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Q5:** | **...I will increase the quantity of output for the same amount of effort.** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Q6:** | **...I will be less reliant on clerical support staff (or others) helping me.** | ☐ | ☐ | ☐ | ☐ | ☐ |

**Computer Self-Efficacy Questionnaire**

**I COULD COMPLETE THE JOB USING THE SOFTWARE PACKAGE...**

| | | | Not at all Confident | | | | | | | Moderately Confident | | Totally Confident |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Q1:** | **...if there was no one around to tell me what to do as I go.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q2:** | **...if I had never used a package like it before.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q3:** | **...if I had only the software manuals for reference.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q4:** | **...if I had seen someone else using it before trying it myself.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q5:** | **...if I could call someone for help if I got stuck.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q6:** | **...if someone else had helped get me started.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q7:** | **...if I had a lot of time to complete the job for which the software was provided.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q8:** | **...if I had just the built-in help facility.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q9:** | **...if someone showed me how to do it first.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |
| **Q10:** | **...if I had used similar packages before this one to do the same job.** | **O Yes O No** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** | **O** |

# High Complexity Task

## Solver Task

**The following task requires the use of Excel's Solver feature. Please try to complete this task using only the information provided to you in the training session. The use of Excel's "Help" menu is not permitted while completing this assignment.**

**Instructions:**

**You are the production manager of a company that manufactures motherboards for microcomputers. It is your responsibility to determine the QUANTITY of motherboards to manufacture. Each board requires $20.00 in direct labor and $15.00 in direct materials. After the motherboards are manufactured, they are usually stored in a warehouse. Each board requires 2 cubic feet of storage space and incurs $5.00 in miscellaneous carrying costs. The selling price of each board is $250.00. Your objective is to maximize PROFIT.**

**Based on your budget, you know that you cannot exceed $20,000.00 in direct labor costs, $45,000.00 in direct materials costs, and $15,000.00 in miscellaneous carrying costs. Additionally, after examining your warehouse. you realize that only 6,000 cubic feet are available for storage space.**

**Before you make your decision, you review your ordering records and realize that 12 motherboards have been backordered. That is, you must produce at least 12 motherboards to satisfy your existing customer demands. You assume that you can sell all of the motherboards that you manufacture.**

**Using Excel's Solver feature, determine the QUANTITY of motherboards you should manufacture. After Solver has determined your solution, you will want to keep Solver's solution and generate an Answer report. When you have finished, please click on the "FINISHED" button at the bottom of this problem.**

**To assist you in your decision, the information is summarized below:**

| | | | |
|---|---|---|---|
| **Selling price per board** | | $ 250.00 | |
| **Direct labor cost per board** | $ 20.00 | | |
| **Direct materials cost per board** | $ 15.00 | | |
| **Carrying cost per board** | $ 5.00 | | |
| **Total COST per board** | | $ 40.00 | |
| **Total PROFIT per board** | | $ 210.00 | |
| **Cubic feet required per board** | 2 | | |
| **Existing customer orders** | 12 | | |
| **Quantity to order** | 1000 | | |
| **Total labor cost (all boards)** | $ 20,000.00 | | **<---F47 (Quantity) * F39 (labor cost)** |
| **Total materials cost (all boards)** | $ 15,000.00 | | **<--- F47 (Quantity) * F40 (materials)** |
| **Total carrying costs (all boards)** | $ 5,000.00 | | **<--- F47 (Quantity) * F41( carrying cost)** |
| **Total cubic feet (all boards)** | 2000 | | **<---F47 (Quantity) * F44 (cubic feet)** |
| **Total Profit (all boards)** | $ 210,000.00 | | **<--F47 (Quantity) * G43 (Profit per board)** |

## Low Complexity Task

### Solver Task

**The following task requires the use of Excel's Solver feature. Please try to complete this task using only the information provided to you in the training session. The use of Excel's "Help" menu is not permitted while completing this assignment.**

**Instructions: You are the purchasing manager of Hokie Company, which specializes in selling Virginia Tech T-shirts. It is your responsibility to purchase T-shirts from the manufacturer. The t-shirts cost $23.50 each and sell for $50.00 each. Based on your budget, you must order enough T-shirts to make $22,392.50 in PROFIT. You assume that you can sell as many T-shirts as you order. Using Excel's Solver feature, determine the QUANTITY of T-shirts that will satisfy your budget. After Solver finds a solution, generate an "Answer Report" with your solution**

**To assist you in your decision, the information is summarized below:**

| | | |
|---|---|---|
| **Selling price per T-shirt** | $ 50.00 | |
| **Cost per T-shirt** | 23.50 | |
| **Profit per T-shirt** | $ 26.50 | <-- =F18-F19 (Selling price - Cost) |
| **Quantity to order** | 845 | |
| **Total profit** | $ 22,392.50 | <-- =F20*F22 (Quantity x Profit per T-shirt) |

## Solution for High Complexity Task

**Microsoft Excel 5.0c Answer Report**
**Worksheet: [APPBXL5.XLS]Task**
**Report Created: 1/8/99 13:48**

Target Cell (Max)

| Cell | Name | Original Value | Final Value |
|---|---|---|---|
| $F$54 | Total Profit (all boards) | $ - | $ 210,000.00 |

Adjustable Cells

| Cell | Name | Original Value | Final Value |
|---|---|---|---|
| $F$47 | Quantity to order | 0 | 1000 |

Constraints

| Cell | Name | Cell Value | Formula | Status | Slack |
|---|---|---|---|---|---|
| $F$49 | Total labor cost (all boards) | $ 20,000.00 | $F$49<=20000 | Binding | $ - |
| $F$50 | Total materials cost (all boards) | $ 15,000.00 | $F$50<=45000 | Not Binding | $ 30,000.00 |
| $F$51 | Total carrying costs (all boards) | $ 5,000.00 | $F$51<=15000 | Not Binding | $ 10,000.00 |
| $F$52 | Total cubic feet (all boards) | 2000 | $F$52<=6000 | Not Binding | 4000 |
| $F$47 | Quantity to order | 1000 | $F$47>=12 | Not Binding | 988 |

## Solution for Low Complexity Task

**Microsoft Excel 5.0c Answer Report**
**Worksheet: [APPBXL6.XLS]Task**
**Report Created: 1/8/99 13:52**

Target Cell (Value Of)

| Cell | Name | Original Value | Final Value |
|---|---|---|---|
| $F$24 | Total profit | $ - | $ 22,392.50 |

Adjustable Cells

| Cell | Name | Original Value | Final Value |
|---|---|---|---|
| $F$22 | Quantity to order | 0 | 845 |

Constraints

NONE