Frequently Asked Questions:

• Where can I find the Excel Word Assignment? Where can I find the tutorials?
  The assignment, rubric, practice, and tutorials can all be found on the following website. https://engineering.queensu.ca/Current-Students/First-Year-Studies/excel-word-video-tutorial.html

• Where do I submit the Excel Word Assignment?
  The instructions for submitting the Excel Word Assignment are being provided a week before the due date.

• Who do I contact if I have questions about the Assignment not answered here?
  You should contact Claire at cfor@queensu.ca

• Do I include horizontal error bars for either question?
  No, you only need to include vertical error bars for Q1 and do not need to include error bars for Q2.

• How do I determine the number of significant figures/digits?
  If you are not instructed otherwise, for the purposes of this assignment, report all numerical values to 2 decimal places excluding error which should be reported to 1 significant figure.

• Should I be using the correct number of significant figures/digits in my calculations or only for my final answer?
  Values in your report should be recorded with correct significant figures. For your own calculations you do not need to round numbers until your final answer, so you have a more accurate final answer.

• Do I need to type my equations in the report if they are included in the scatter plots?
  You still need to type them in the report. This should be done using the built-in equation editor in Word.

• Should I have more than one heading for each question?
  You should have a heading for each question, but also subheadings for the Introduction, Results and Analysis, and Conclusion. All of your headings should be in the Table of Contents generated by Word.
• How should the title page be formatted?
  *It should include a title, your name, student #, course number (APSC 100) and the submission date. You should format it similarly to the example solution for the practice assignment.*

• Should both questions be in the same document? Can I hand in my spreadsheet too?
  *You only hand in one Word document. Both questions should be in the same document and you cannot hand in your Excel spreadsheets.*

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**Question 1:**

• How should I be finding the uncertainty for Luminol and Fluorescin?
  *You should use the provided equation. For this assignment the uncertainty is the square root of the concentration.*

• Is the reaction rate over 45 seconds the slope?
  *Yes.*

**Question 2:**

• How do I calculate the answers for Results and Analysis V, VI, and VII?
  *Use your trendline equations.*

• I get an error when performing the regression analysis. How can I fix this?
  *Make sure the regression is set up properly: Confidence level 68%, check residuals and residual plots. Do not select the headings or any empty cells.*

• How do I tell if the residual plot indicates a good fit?
  *The residual plot indicates the adequacy of the line of best fit. If the line is of adequate fit, the residuals should be randomly distributed above and below the zero line (a perfect
fit requires that all residuals are zero). If there is a systematic pattern in the residuals, this correlation suggests that a higher-order fit is necessary.

- Do I include the residual plots in my report?
  Yes, you should include them so you can cross-reference them in your analysis
- Do I re-analyze the residual plots in the conclusion?
  No, but you should state the conclusion you came to.

Troubleshooting Mac Issues

If you experience issues using Office for Mac, check that it is activated.

1. First ensure your MS Office is up to date and that all updates are applied to your Operating System.
   - For Office: Open Word then click Help > Check for Updates
   - For the OS: Click on the Apple Menu > System Preferences > Software Update
2. Check if you can Activate Office from within Word.
   - Open Word then click file > Account > Log in to Queen’s account

If still not activating, here are the instructions we follow to resolve activation issues with Office on Mac when updates are complete.

- Open KeyChain Access, search for "Microsoft" and delete all entries
- Download script from Microsoft - https://gallery.technet.microsoft.com/scriptcenter/Automation-of-the-Steps-in-bd36f4c0
- Run the script by right-clicking, choosing Open, then choose Open again or Press Control Key while running the App to be prompted whether you would like to open an app from an unidentified developer. The script runs quickly and usually opens Outlook.
- Restart the computer.
- Open an Office app again and try signing in and activating.
  Your exact experience may vary and you may also have to sign out and back in again to make it work.

If that script doesn’t work you can download the Office License Removal tool and it may work to help activate it again: https://go.microsoft.com/fwlink/?linkid=849815

If you get Error 0xD000000C when activating Office for Mac: https://support.office.com/en-us/article/error-0xd000000c-when-activating-office-for-mac-da865931-4658-4829-ba2d-8133390c6d25

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