


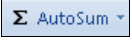


Spreadsheets Handout: Grade Book Project

1. Launch *Microsoft Excel 2007* and open the GRADES.XLS template.
2. To list the students alphabetically according to their last names, select cells A2 through F11. Choose the DATA tab → SORT  and in the Sort dialog box, confirm that LAST NAME is selected in the Sort By drop-down list. Verify that the A TO Z is chosen in the Order drop-down list, then click OK.
3. Select row 1. Select the HOME TAB and bold the text.
4. To calculate the average of the students' four scores, first click cell G2 and then choose the FORMULAS tab. Click on the INSERT FUNCTION button . Verify that MOST RECENTLY USED is selected in the Select a Category list, then choose AVERAGE from the Select a Function list and click OK. Confirm that the correct cell range, (C2:F2), is contained in the Number1 box, and then choose OK.
5. To format the cell so that its contents are displayed with only one decimal place, go back to the HOME tab and choose the DECREASE DECIMAL button  in the Number category.
6. Select cells G2 through G11. In the Editing category click FILL → DOWN.
7. Select column heading H, and insert a column by clicking INSERT → INSERT CELLS.
8. Next, enter *Total Score* in cell H1. Select column H and then increase the column width by selecting FORMAT → AUTOFIT COLUMN WIDTH. Do this with all other columns that need to be adjusted.
9. To calculate the students' total score, click cell H2 and choose the AUTOSUM button  in the Editing category. In the formula bar, edit the cell range to C2:F2 so the average value in cell G2 is not included in the total and press ENTER.
10. Choose cells H2 through H11 and use the FILL DOWN command to fill the formula in cell H2 into the remaining cells in column H.
11. Select cell I2, then to automatically determine the students' grades based on their average score, enter the *If...then* statement below. Be certain not to enter any spaces.
`=IF(G2>=90,"A",IF(G2>=80,"B",IF(G2>=70,"C")))`
The formula above can be interpreted as follows: If the value in G2 is greater than 90, display A in cell I2. If the value in G2 is greater than 80, display B in cell I2. If the value in G2 is greater than 70, display C in cell I2.
12. Use the FILL DOWN command to fill the formula in cell I2 into the remaining cells in column I.

[continued]

Grade Book Project [continued]

13. Select cells A1 through I11. To sort the data from the highest to lowest average scores, choose the DATA tab → SORT. Select AVERAGE from the Sort By drop-down list and choose LARGEST TO SMALLEST from the Order drop-down list, then click OK.
14. Select cells B1 through F11 and choose the INSERT tab.
15. Click on COLUMN and choose the first option under 2-D.
16. Under the DESIGN tab select Layout 9 from the Chart Layouts.
17. Click then highlight “Chart Title”. Replace it with “Student Test Scores”.
18. Click then highlight “Axis Title” on the y-axis. Replace it with “Score”.
19. Click then highlight “Axis Title” on the x-axis. Replace it with “Students”.
20. Enlarge the chart so all of the data are visible, and then position it below row 13 in the worksheet. Format the chart’s text and colors as desired.
21. Choose the INSERT tab → HEADER & FOOTER and click the CUSTOM HEADER button. Enter your name in the Left Section column and click OK twice.
22. Save the file.
23. Choose the OFFICE BUTTON → PRINT, select the ENTIRE WORKBOOK radio button under *Print What* and click OK.
24. Close the document and exit *Excel*.

