

EXC19E2 - Practical Component Instructions

Complete the practical component by following these instructions. You will use your completed practical component to answer 20 questions on the online exam for the practical component, but you will not submit or upload your completed Excel file in myAOLCC.

Please return these instructions and your completed Excel file to your Learning Coach once you have completed the online exam for the practical component.

Please note that these are general and not step-by-step instructions. In this practical component, you will use Microsoft Excel 2019 to perform the following functions:

- sorting and filtering data
- subtotaling and outlining data
- looking up data
- applying conditional formatting
- using the IF function
- correcting errors in formulas
- creating and modifying a chart

Instructions

1. Open the workbook, **Class Marks.xlsx**, which will be provided to you by your Learning Coach.
2. In the Marks sheet tab, sort the data by subject in ascending order, and then by student in ascending order.
3. Filter the list to show the students that are taking Gymnastics.
4. Further filter the list to show the Gymnastics students that their mark is greater than or equal to 73%. In cell A43 type **The students taking Gymnastics who achieved a mark of 73% or higher are:** and type in the result of the filter.
5. Remove the filter from the range.
6. Insert average subtotals of marks for each subject.
7. Add the average subtotals for each student. Resize column B.
Hint: Ensure that the *Replace the current subtotals* box is unchecked.
8. Use the outline buttons to display the average subtotals for each subject and the grand average.
9. Use to outline buttons to display all the information in the list.

10. Bold all the subtotals and grand total average marks.
11. Click the FinalGrades tab and in cell D3 type **Final Grade**, adjust the column width.
12. In the cell range I3:J7 create the following table:

Final Grade Table	
Mark	Final Grade
0%	Fail
75%	Pass
89%	Honours

13. Create the named range **Final_Grade_Table** for the table you created.
14. In cell **D4** use the Vlookup function to determine the Final Grade.
Use the Final_Grade_Table as the Table_array.
15. To show the final grade for each student, copy the formula down to row 21.
16. In cell **I6**, reduce the percentage for the Pass grade to 70%. In cell **I7**, increase the percentage of the Honours grade to 90%.
17. Use conditional formatting to highlight the following:
 - Students with a Fail grade, highlight the cells in column D with Light Red Fill with Dark Red Text.
 - Students with a Pass grade, highlight the cells in column D with Green Fill with Dark Green Text.
18. In cell **E3** type **Retake Exam**, adjust the column width.
19. In cell **E4** use the IF function to create a formula that determines which exams need to be retaken. If the Final Grade is a Fail, Excel should display **Yes** if the condition is True and **No** if the condition is False. Copy the formula down to row 21.
20. In the **Results** tab, use the various methods you have learned to correct the errors in the formulas. There are three errors to correct.
21. Collapse the data to display only the average marks for the subjects.
22. From the data, create a clustered column chart on the same sheet as the data (on the **Results** tab).
 - Apply chart Style 16 to the chart.
 - Add the Data Labels
 - Label the Axis Titles - X axis title label **Subjects** and Y axis title label **Marks**.
 - Change the Chart Title to **Average Marks**.
 - Format the Chemistry Average data series shape fill to yellow standard color, shape outline green with Offset Bottom outer shadow effect.
 - Remove the Gymnastics Average and History Average data from the chart.

23. Move the chart below the table.
24. In the table, draw an oval around the highest average mark. Change the shape outline to red, no fill.
25. Link the chart title to the data title “Mid-Term Results” in cell A1.
26. In cell **A1** add the wording **for Grade 9** to the title. The new title is **Mid-Term Results for Grade 9**.
27. Create a hyperlink in cell **C25** on the Results worksheet to cell **C39** on the Marks worksheet.
28. Correct any spelling errors.
29. Save your file as **Class Marks – Your Name.xlsx**.

Let your Learning Coach know once you have completed your practical component. Keep the Excel file open on your desktop so that you will have the information available as you complete the online exam for the practical component.

Your Learning Coach will provide a code for you to access the online exam for the practical component.