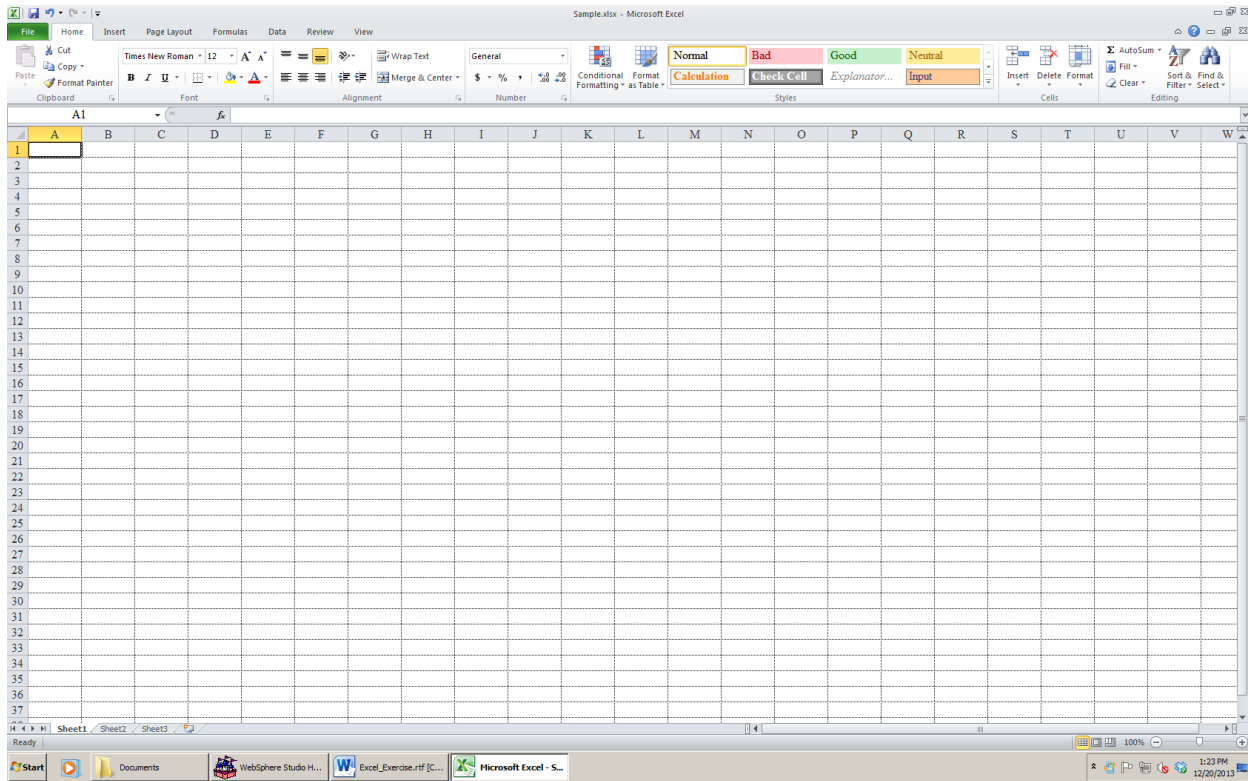You may use any spreadsheet program, but save it as an Excel or Open Office file type. When you open the Excel spreadsheet program you should see something similar to this picture.

You can move around in the different cells by using the arrow keys or clicking on the desired cell. You may use the page up and page down keys to move a screen at a time. To move to cell A1 from any location you may use the CTRL+Home keys. To move to the first column (A) you can use the Home key.

To enter data/labels/formulas into a cell, you will put the selection box in the cell and type the information. You may replace an entry by selecting the cell and just typing into the cell. It will replace the previous entry.

Labels are text used to describe data in a row or column. They usually consist of letters. Numbers may be entered using digits and possibly the decimal. If a $ is used at the beginning, the numbers will be formatted as currency. The use of the % at the end of the entry makes the formatting as a percentage.

Formulas are entered to automatically update cells, when the data is modified. All formulas must begin with an **equal sign** (=). There must be no spaces in the formula. The formula is like an arithmetic function using the cell reference rather than numbers, i.e., =B4*(C6+D6-E5).

Functions are used to do the same operation as a formula. Some simple functions are sum, average, and count. By using a function you can simplify some formulas. For example, =SUM(B6:B9) is the same as =(B6+B7+B8+B9) or =AVERAGE(B6:B20) is the same as the formula =(B6+B7+B8+…..+B19+B20)/15.

You may select a range of cells by highlighting the range. Then you can format the cells using the commands in the Home ribbon to change font, size color, alignment in the cell, etc. You can also sort the data based on specific columns using the Sort & Filter which is also in the Home ribbon. The cell data type can also be done using the choices in the Number group in the Home ribbon.

To print the spreadsheet you select File, then Print.
To save the spreadsheet, use File, Save As or just File, Save

To create your worksheet:
Select cell B1 and click the right justify button in the paragraph group. Then enter the label Possible.
Select cell C1 and click the right justify button in the paragraph group. Then enter the label Earned.
Select cells E1 and E2 and click the centered button in the paragraph group. Then enter the label Percent in E1 and the label Grade in E2.
Select cell A3 and click on the left justified button in the paragraph group. Then enter the label Total.
Enter the label Ass #1 in cell A5 and make it left justified.
Enter the data 20 in cell B5 and 14 in cell D5.
At this point your spreadsheet should look like this.
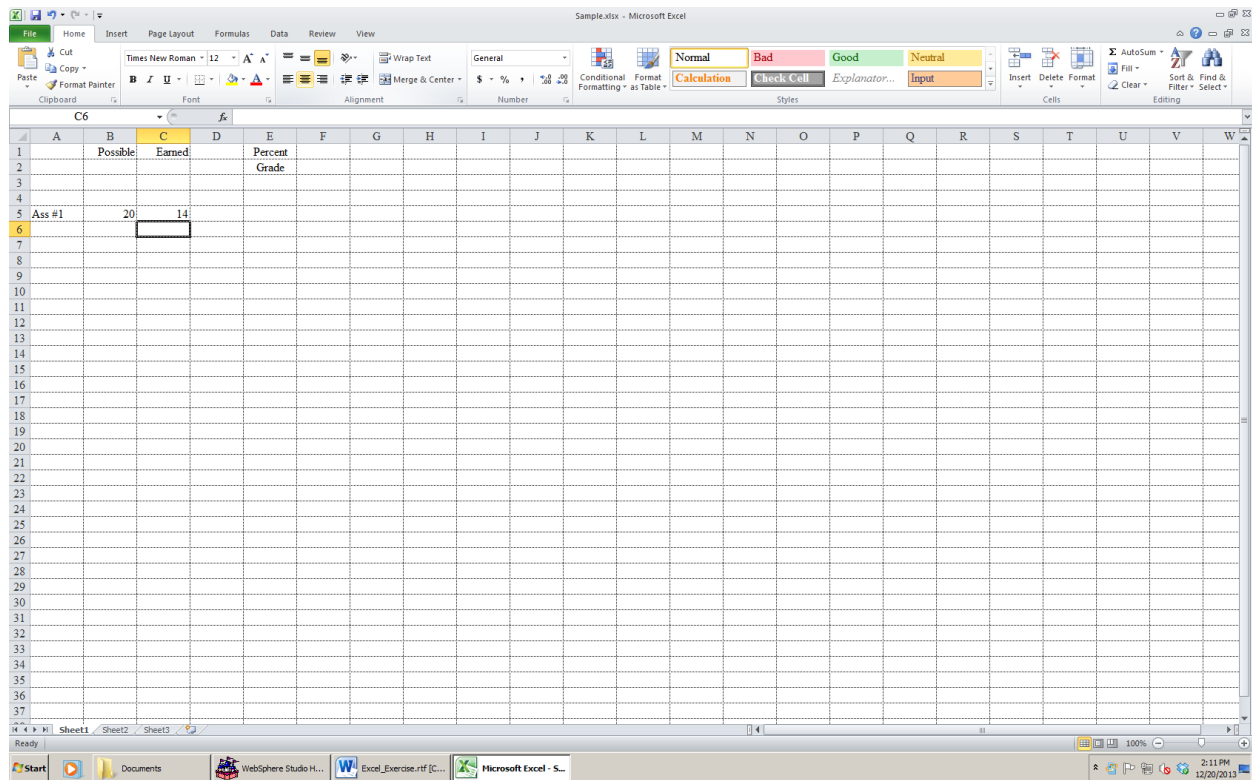
We need to enter formulas to do the calculations for Possible points, Earned points, and the grade percentage.

Enter the formula =sum(B5:B100) in cell B3.

Enter the formula =sum(C5:C100) in cell C3.

Enter the formula =C3*100/B3 in cell E3.

Change the value in cell C5 to 17. What is the effect on the cells with formulas?

	A	B	C	D	E
1		Possible	Earned		Percent
2					Grade
3		20	17		85.00
4					
5	Ass #1	20	17		
6					
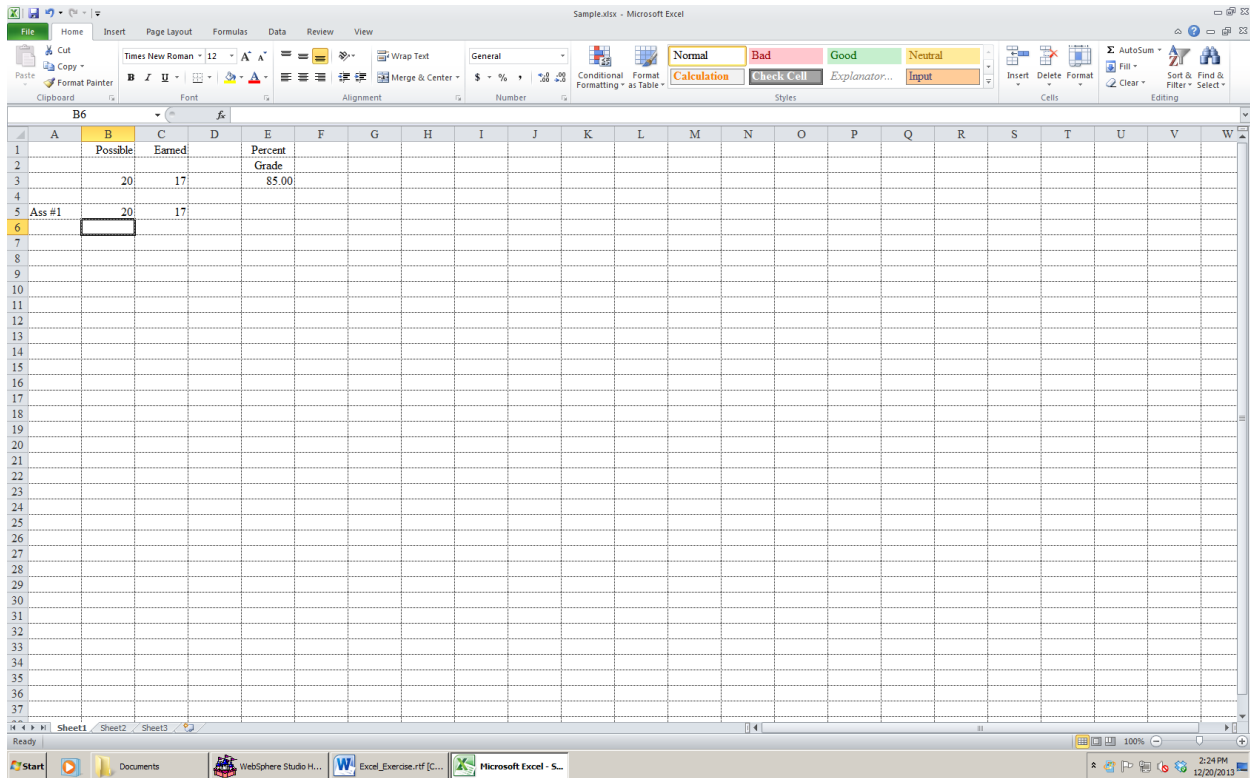
Enter the following data into cells A6 through C10.

Ass #2	10	9
Ass #3	10	8
Ass #4	20	17
Ass #5	10	10
Test #1	50	38

The worksheet should look like this one

Enter the following data into cells A11 through C19.

Ass #6	20	18
Quiz #1	10	7
Ass #7	10	7
Ass #8	10	9
Quiz #2	10	9
Ass #9	15	12
Quiz #3	8	6
Ass #10	15	15
Test #2	50	40

Place the cursor in cell B5 and use the Freeze frames command found in the View ribbon. Your worksheet should look something like this one.

	A	B	C	D	E
1		Possible	Earned		Percent
2					Grade
3		268	222		82.84
4					
5	Ass #1	20	17		
6	Ass #2	10	9		
7	Ass #3	10	8		
8	Ass #4	20	17		
9	Ass #5	10	10		
10	Test #1	50	38		
11	Ass #6	20	18		
12	Quiz #1	10	7		
13	Ass #7	10	7		
14	Ass #8	10	9		
15	Quiz #2	10	9		
16	Ass #9	15	12		
17	Quiz #3	8	6		
18	Ass #10	15	15		
19	Test #2	50	40		