

SPREADSHEET APPLICATION 3

- Objectives**
1. Create, save, and print a spreadsheet
 2. Use decimal places
 3. Use the =AVERAGE function
 4. Use the =MAX function
 5. Use the =MIN function
 6. Absolute cell reference
 7. Use Fill Down

Instructions You have been asked to be a teacher's assistant for a sixth grade history class. The teacher wants you to use a spreadsheet to enter the points the students received on their first three history tests, and then figure the average grade for each test, the highest grade on each test, the lowest grade on each test, and each student's percentage.

1. Login to your Google Docs account and create a **Spreadsheet** called **SS3**.
 2. Check the draft attached to these directions.
 3. **Center** columns B, C, D, E, and F.
 4. **Format row 1** as a number, use **More formats** so the date is spelled out (September 26).
 5. **Format column F** as a number with **percent rounded**.
 6. Enter the row and column **labels**.
 7. **Adjust column widths** as appropriate.
 8. **Set rows 1, 2, and 3** to **BOLD**. Make the **score names** BOLD (see draft).
 9. Enter the values for the test scores.
 10. Format row 19 to a number with Custom Decimals to one decimal place.
 11. **Download** the file to **Excel**, **Save** the file to the **My Documents** folder, and **Open** the file.
- **Finish the rest of the assignment in Excel****
12. Enter the **formula** to find the *Avg. Score* in cells B19, C19, and D19. Use the =**AVERAGE(??)** function.
 13. Enter the formula to find the *High Score* in cells B20, C20, and D20. Use the =**MAX(??)** function.
 14. Enter the formula to find the *Low Score* in cells B21, C21, and D21. Use the =**MIN(??)** function.
 15. **In cell E2**, write a =sum formula to total the test points.
 16. **In cell E4**, write a =sum formula to total Paul's test scores.
 17. **Use fill down** to copy the formula in cell **E4** for each student.

18. In cell **F4**, write a formula using **absolute cell reference** to calculate Paul's percent: **=E4/\$E\$2**
19. Use **fill down** to copy the formula in cell **F4** for each student
20. Type your answers to the completion questions on the bottom of your spreadsheet.
21. Place your **name** and **SS3** in the custom header's center section.
22. Be sure all the original values are in your spreadsheet and print twice:
 1. Normal printout
 2. Showing formulas (**make sure it fits on one page**)
22. Staple the two printouts together when turning them in.

Completion Questions

Answer the following questions on the front of your printout.

1. What was **Kurt's** score on **Chap. 3**?
2. What was the **average score** on **Chap. 1**?
3. What was the **lowest score** on **Chap. 3**?
4. What was the **formula** for the **average score** on **Chap. 2**?
5. What was the **formula** for the **high score** on **Chap. 1**?
6. What is the **formula** for **Fred's total**?
7. What is the **formula** for **Arthur's percent**?
8. What would the **average score** be on the **Chap. 1 test** if Mary had scored 49 points instead of 35 points?
9. What would the **total for Paul** be if he had scored 43 points on the **Chap.2 test** instead of 30 points?
10. What would **Jay's percent** be if he had scored 29 points on the **Chap. 3 test** instead of 16 points?

HISTORY TEST SPREADSHEET

	A	B	C	D	E	F
1	Date	9/30	10/7	10/14	Total	
2	Points	50	45	30	(formula)	
3		Chap. 1	Chap. 2	Chap. 3		Percent
4	Paul	40	30	26	(formula)	(formula)
5	Christy	45	33	24		
6	Suzanne	49	29	30		
7	Mary	35	45	18		
8	John	38	40	29		
9	Jay	46	28	16		
10	Lois	40	30	18		
11	Michael	41	36	28		
12	Fred	44	30	25		
13	Kurt	25	34	20		
14	Jessica	46	28	16		
15	Angelica	46	15	22		
16	Charles	37	40	30		
17	Arthur	50	41	29		
18						
19	Avg. Score	(formula)	(formula)	(formula)		
20	High Score	(formula)	(formula)	(formula)		
21	Low Score	(formula)	(formula)	(formula)		