MICROSOFT EXCEL ASSIGNMENTS 1 - 5

Expectations

The student will

- use the common business software basic functions (e.g., create, save, update, print) and features (e.g., edit tools, fonts, justification, format tools, columns, menus, design and graphic tools, formulas, hyperlinks)
- produce correctly formatted business documents

Assignments

Work on each of the following in order. Once each is complete,

- Be sure your name is on it.
- Preview the file (make sure each spreadsheet fits on one page).
- Save the spreadsheet.
- Print the spreadsheet.
- Print again with the formulas showing.

Assignment #1: OHL West

- 1. Create the following spreadsheet.
- 2. Use a formula to calculate the Games column by adding the Wins, Losses and Ties.
- 3. Use a formula to calculate the points. A team gets two points for a win and one for a tie.
- 4. Use the builtin function 'sum' to calculate the total of the For column and Against column.
- 5. Sort the teams by Points (highest to lowest), Wins (highest to lowest), and then Team name (lowest to highest). Note: this means to do one sort not three.
- 6. Add your name below the spreadsheet, save and print.
- 7. Submit your spreadsheet and formulas stapled together.

OHL West Division									
	G	W	L	Т	F	Α	Р		
Erie		22	26	3	188	213			
London		31	16	3	236	183			
Plymouth		27	17	1	199	170			
Sarnia		23	18	8	187	176			
SS Marie		14	29	4	187	230			
Windsor		14	31	6	208	252			
			Tota	ıl:					

Criteria/Category	Level 1	Level 2	Level 3	Level 4
Application				
use of MS Excel basic functions and formula to create the spreadsheet, including: • correct formula • use of functions • use of sort	demonstrates limited ability to use MS Excel basic functions and formula to create the spreadsheet	ability to use MS Excel basic functions and	demonstrates considerable ability to use MS Excel basic functions and formula to create the spreadsheet	use MS Excel basic
Communication				
produce correctly formatted business documents, including: • spelling • grammar • page layout	limited ablity to produce correctly formatted business documents,	some ablity to produce correctly formatted business documents,	considerable ablity to produce correctly formatted business documents	thorough ablity to produce correctly formatted business documents

Assignment #2: NHL Player Profiles

Create the following spreadsheet.

- 1. Go to the **nhl.com** website and record the stats of the top ten players from a team of your choice. See example below.
- 2. Fill in the Points column using a formula. Players get one point for a goal and one for an assist.
- 3. Fill in the Power Play Goal Percentage column using a formula. This is done by dividing the number of goals by the number of power play points (PPP) or power play goals (PP). Format this column to percent with one decimal place.
- 4. Sort the players by Points (highest to lowest), Goals (highest to lowest), and then Penalty Minutes (lowest to highest).
- 5. At the bottom of the spreadsheet, create a team record by totaling each of the columns, except the Games Played and the Percentage. There is no calculation necessary for the Games Played and the Percentage should be calculated just like above.
- 6. Add your name below the spreadsheet, save and print.
- 7. Format the table with a border, title shading, team logos to the left and right of title, centered horizontally.
- 8. Submit your spreadsheet and formulas stapled together.

								PPP
Player	GP	G	A	Pts	+/-	PPP	PIM	Pctg
Carkner	53	1	4		1	45	25	
Ciccarelli	43	14	6		-17	48	125	
Dvorak	40	8	11		-4	6	55	
Eakins	11	0	1		0	23	8	
Fitzgerald	57	9	5		4	41	89	
Gagner	53	15	18		-13	41	105	
Garpeniov	26	1	2		-3	4	33	
Johnson	6	0	2		-2	0	3	
Jovanosvski	56	6	6		-14	84	86	
Koziov	42	7	6		-11	4	99	
Team:								

NHL Evalution

Criteria/Category	Level 1	Level 2	Level 3	Level 4
Application				
use of MS Excel basic functions and formula to create the spreadsheet, including: • correct formula • use of functions • use of functions	Excel basic	ability to use MS Excel basic functions and	functions and formula	use MS Excel basic
Communication				
produce correctly formatted business documents, including: • spelling • grammar • formatting of numbers • team graphic	limited ablity to produce correctly formatted business documents,	some ablity to produce correctly formatted business documents,	considerable ablity to produce correctly formatted business documents	thorough ablity to produce correctly formatted business documents

• page layout

Assignment #3: Acme Hat Corporation

- 1. Prepare the following spreadsheet.
- 2. Fill in the Gross Pay column by using a formula which multiplies the Hours Worked times the Hourly Wage.
- 3. Fill in the Taxes column by using a formula which calculates 35% of the Gross Pay.
- 4. Fill in the Net Pay column with a formula which subtracts the Taxes from the Gross Pay.
- 5. Using the builtin function 'sum', calculate the totals of the last three columns.
- 6. Format the hours column to 1 decimal place and all other numbers to currency with 2 decimal places.
- 7. Sort the employees into alphabetical order.
- 8. Format the table with a border, title shading, graphic of a hat, centered horizontally and vertically.
- 9. Add your name using a header and the date and time as a footer to the spreadsheet, save and print.
- 10. Submit your spreadsheet and formulas stapled together.

Acme Hat Corporation									
Name	Hours	Wage	Gross	Taxes	Net				
Lachance	40.5	15.75							
Warner	39.5	35.5							
McKaig	27.75	29.85							
Shaw	38	32							
Brooksbank	29	31							
Darrach	15	18.54							
Ruypers	14.75	15.75							
		Totals:							

Acme Hat Evalution

Criteria/Category	Level 1	Level 2	Level 3	Level 4
Application				
use of MS Excel basic functions and formula to create the spreadsheet, including: • correct formula • use of functions • user of sort	Excel basic functions and formula to create the	ability to use MS Excel basic functions and	demonstrates considerable ability to use MS Excel basic functions and formula to create the spreadsheet	use MS Excel basic

Communication				
produce correctly formatted business documents, including: • spelling • grammar • number formats • graphic • page layout	limited ability to produce correctly formatted business documents	some ablity to produce correctly formatted business documents	considerable ablity to produce correctly formatted business documents	thorough ablity to produce correctly formatted business documents

Assignment #4: BTTIOI Course Grades

1. Prepare the following spreadsheet, being sure to use appropriate formulas and formats.

	Course: BTT 101								
	Teacher: Mr Redfearn								
		P	eriod:3						
Name	Student	KB	WP	SS	DB	Total	Percentage		
	Number	30	35	25	30		%		
Avery, Adam	1203	25	31	19	21				
Chow, Samuel	2219	10	15	10	14				
Dible, Liz	1721	22	30	20	22				
Dow, Julia	1604	24	29	20	20				
Frank, Joe	1798	26	29	22	28				
Gill, Mary	1115	25	30	20	25				
lp, Henry	1214	29	32	23	27				
Joe, Sarah	2021	19	21	18	20				
Low, John	2015	22	21	19	18				
Warn, Suzanne	1320	12	12	14	9				
	Average:								

- 2. To calculate the Percentage, divide the Student's Total Mark by the Total Possible Mark. The Total Possible Mark requires an absolute reference since you must refer to this same cell for each calculation (the darker cell you might refer to it with \$G\$5).
- 3. Format the Percentage column to Percent with no decimal places.
- 4. Format the Average row to 1 decimal place.
- 5. Sort the students by Percent (highest to lowest), and then Student Number (lowest to highest).
- 6. Add a column titled "Pass/Fail". Using the IF command display the word 'Pass' if the percent is greater than or equal to 50, display the word 'Fail' if the percent is less than 50.

- 7. Format the table with a border, title shading, appropriate graphic, motto of St. David "Working Together to be the Best we can be" using word art, centered horizontally and vertically.
- 8. Add your name using a header and the date and time as a footer to the spreadsheet, save and print.
- 9. Submit your spreadsheet and formulas stapled together.

BTT Course Grades Evalution

Criteria/Category	Level 1	Level 2	Level 3	Level 4
Application				
use of MS Excel basic functions and formula to create the spreadsheet, including:	demonstrates limited ability to use MS Excel basic functions and formula to create the spreadsheet	Excel basic functions and	demonstrates considerable ability to use MS Excel basic functions and formula to create the spreadsheet	demonstrates thorough ability to use MS Excel basic functions and formula to create the spreadsheet
Communication				
produce correctly formatted business documents, including: • spelling • grammar • number formats • wordart • graphic • header/footer • page layout	limited ablity to produce correctly formatted business documents,	some ablity to produce correctly formatted business documents,	considerable ablity to produce correctly formatted business documents	thorough ablity to produce correctly formatted business documents

Assignment #5: Assignment Grades

Create the following spreadsheet:

Student	Assign1	Assign1 %	Assign2	Assign2 %	Average %
Judent	115515111	113315111 /0	115515112	115515112 /0	Tiverage 70

	35	55	
John	34	45	
Sue	31	49	
Pat	28	51	
Sam	22	36	
Mike	18	38	
Jane	7	31	
Maria	29	36	
Len	26	29	
Average			
Maximum			
Minimum			

- 1. The numbers in B2 and D2 are the grade the assignments were marked out of. Use a formula with an absolute cell reference to calculate the assign1 % and assign2 %. These numbers are the mark the student received on the assignment divided by the mark the assignment was out of. Display the answer as a percentage with 1 decimal place
- 2. Use functions to display the average, maximum and minimum of the assign1, assign1%, assign2 and assign2 % columns.
- 3. Format the average, maximum and minimum to all have 1 decimal place.
- 4. Use a formula to calculate the numbers in the average% column, this is the assign1% added to the assign2% divided by 2 beware of BEDMAS!
- 5. Format the average5 column to display 1 decimal place.
- 6. Align titles and numbers to make your spreadsheet look professional.
- 7. Format the table with a border, title shading, and centered horizontally and vertically on the page.
- 8. Add your name using a header and the date and time as a footer to the spreadsheet, save and print.
- 9. Submit your spreadsheet and formulas stapled together.

Assignment Grades Evalution

Criteria/Category	Level 1	Level 2	Level 3	Level 4
Application				
use of MS Excel				

basic functions and formula to create the spreadsheet, including: • correct formula • use of functions • use of absolute cell reference	demonstrates limited ability to use MS Excel basic functions and formula to create the spreadsheet	Excel basic functions and	demonstrates considerable ability to use MS Excel basic functions and formula to create the spreadsheet	demonstrates thorough ability to use MS Excel basic functions and formula to create the spreadsheet
Communication				
produce correctly formatted business documents, including: • spelling • grammar • header/footer • number formats • page layout	limited ablity to produce correctly formatted business documents,	some ablity to produce correctly formatted business documents,	considerable ablity to produce correctly formatted business documents	thorough ablity to produce correctly formatted business documents