Spreadsheet Task

Version 04

You will have 30 minutes to accomplish this task.

The files for this task are located on your Testing USB drive. This drive will be referred to in this task as X: even though the actual drive letter for your Testing USB drive will be different on your computer.

1. Create a folder on your Testing USB drive in the root directory and name the folder **SSV04Task**.

2. Start Excel, open the worksheet, **Grades.xls** from the folder X:\DIDL\ResourceFiles EC\Task.

3. Save the worksheet in your **SSV04Task** folder, naming it ss04_grades. **Save often throughout the task.**

4. Set the margins to 1" for the top, bottom, left and right. Replace the word, "Sample" with your name.

5. Define Column A as a title to be repeated on each page so that Column A is printed on every page.

6. Insert a column for Draft between Quiz 5 and Essay. Make the points possible 25 and enter grades for each person. Make sure you enter "Draft" as the label.

7. Format the Average column to be a percentage with 2 decimal places. Make sure the column is wide enough to show the data. Shade the Average column from the title cell through the last average cell.

8. Below the last student (Stephen Thompson), skip a row then add a row that calculates the maximum grade for each assignment and another row that calculates the minimum grade for each assignment. Put "Max" and "Min" respectively as the labels for these rows.

9. Put your name in the **header** in the right section.

10. Put the following in the **footer** in the center section: Spreadsheet Proficiency Task Version 04.

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11. Insert a scatter chart into your worksheet depicting the grades for the Essay and use "Essay" for the title of the chart. Remove the legend and place the chart so that it is not in column A.

12. Insert a line chart below the scatter chart depicting the Max and Min grades for the Quiz 1 through Quiz 5. Enter "Max & Min Comparisons for Quizzes" for the title of the chart. Remove the legend, show the values, and place the chart under the previous chart so that it is not in column A.

13. Make sure your printout will print on two pages and size both charts so that they print on page one of the printout. Make sure the charts are big enough to be distinguishable and that you can see all of the labels. Save your worksheet.

File 1

14. Preview your worksheet and then set the **print options** to be the following: portrait orientation on multiple pages without gridlines but with row and column headers. Convert the printout to pdf format and name it ss04_file1, saving to your SSV04Task folder.

File 2

15. Set the **print options** to be the following: landscape orientation with gridlines and without row and column headers, but with the formulas showing. Convert the printout to pdf format and name it ss04_file2, saving to your SSV04Task Folder.

16. Upload your files: **Your files must be named EXACTLY as specified.**
    ss04_grades
    ss04_file1
    ss04_file2

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