Spreadsheet Exercise 3

The practical exercises are designed to provide practice for all of the required skills. After completing the practice exercises, carefully compare your printouts to the practice exercise answers located in your study materials on http://didljumpstart.com.

In this exercise, you will practice each of the skills that you learned through the spreadsheets curriculum. If you can't recall how to do something, go back to the curriculum for help and answers.

Correct any differences or mistakes that you see between the spreadsheet you created and the answer sheet. As you make your corrections you are learning! The more you use your spreadsheets program, the better you will become at creating and working with them.

Don't Forget!! Save the spreadsheet often and regularly during the assignment. Let's begin.

Spreadsheet Exercise 3

Create a Grade Book

In this exercise you will create a worksheet that is a Grade Book for an imaginary class. For creating this new worksheet, you have a diagram of the finished product and step-by-step instructions for creating it

Save often and use a file name and location of your choice.

Diagram of the finished worksheet Grade Book - Follow the Step-By-Step Worksheet Instructions below for creating this worksheet.

Create a grade book with 10 students and at least 6 daily grades and 4 test grades per student using the example below:

Grade book		Date									
Name	Daily 1	Daily 2	Daily 3	Daily 4	Daily 5	Daily 6	Test 1	Test 2	Test 3	Test 4	Student Average
Alice											**(Insert Average Function)**
Bob											**(Insert Average Function)**

Carolyn											**(Insert Average Function)**
Don											**(Insert Average Function)**
Grace											**(Insert Average Function)**
Holly											**(Insert Average Function)**
John											**(Insert Average Function)**
Kay											**(Insert Average Function)**
Mary											
William											**(Insert Average Function)**
Average	**(Insert Average Function)**	**(Insert Average Function)**	**(Insert Average Function)**	**(Insert Average Function**	**(Insert Average Function**	**(Insert Average Function**	**(Insert Average Function)**	**(Insert Average Function)**	**(Insert Average Function)**	**(Insert Average Function)**	
Max											
Min											

Instructions for Building the Grade Book

Start by opening a new document in Microsoft Excel. You will name this worksheet:
ss_ex3printout5_gradebook

Building the worksheet

- In the first Column, follow the diagram and type in "Grade Book", "Name", the names of 10 students, "Average", "Max" and "Min". Be sure you follow the diagram for spacing in the worksheet.
- In the third row, list "Daily 1" through "Daily 6", "Test 1" through Test 4" and "Average". Be sure you follow the diagram in the worksheet.
- You should have twelve (12) columns and seventeen (17) rows of data in the spreadsheet.
- Make sure there no decimals on any of the cells.
- Enter the **Date Function** and format the cell with the format, Month, Day, Year.

- Make and enter grades for each of the ten students in the grade book. Do not enter and grades into Average, Min or Max; Formulas or Functions will be used to calculate these!
- In the Student Average Column, apply the AVERAGE function and fill down to copy the formulas.
- In the Average Row (below the names) that calculates the average grade for each column entry, apply the AVERAGE function and fill right to copy the formulas.
- In the Max Row (below the Average Row) apply the MAX function and fill right to copy the formulas.
- In the Min Row (below the Max Row) apply the MIN function and fill right to copy the formulas.
- Create a scatter chart for the Test 1 data. Use "Test 1" for the title of the chart. Remove the legend. Place the chart in the spreadsheet so that it is not in column A and size it so that the chart prints on **page one** of the printout. Notice any trends in the grades for Test 1.
- Create a line chart for the Test 2 data below your scatter chart. Use "Test 2" for the title of the chart and remove the legend. Make sure your names print on the chart so you will have to highlight both the name column and their corresponding values for test 2. Under Data Labels, check the box by Value so that each person's score will be displayed on the line chart. Place the chart so that it is not in column A and size it so that this chart prints on **page one** as well.

Exercise 3 - Printout 1

Orientation, Margins, Header, and Footer Instructions
Select portrait orientation for a new worksheet.

Set the margins to 1.00" right, left, top, and bottom.

In the left section of the header, type your first and last name in Times New Roman 10 point font.

In the center section of the header, type **Printout 1** in Times New Roman 10 point font.

In the right section of the footer, insert the page number.

Print Options
Set the **print options** to be the following: multiple pages, print with gridlines, and print row and column headings. You should be able to see the column header for column A on both pages.

Convert the printout to pdf format (Internet Skill) and name it ss_ex3printout1_gradebook

Print the pdf file to compare to the answers.

Exercise 3 - Printout 2

Orientation, Margins, Header, and Footer Instructions

Keep the portrait orientation for the worksheet.

Keep the margins at 1.00" right, left, top, and bottom.

In the center section of the header, type **Printout 6** in Times New Roman 10 point font.

Keep the footer the same.

Print Options

Set the **print options** to be the following: print on multiple pages, show the formulas, print with no row/column headings, and print without gridlines. Make sure the names are printed in the first column on each page by repeating the column on each page.

Convert the printout to pdf format (Internet Skill) and name it ss_ex3printout2_gradebook

You will only need to print the first and the last pages of the pdf file to compare to the answers.