Spreadsheet Task

Version 20

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 **SSV20Task**.

2. Start Excel, open a new worksheet. Save the worksheet in your **SSV20Task** folder, naming it ss20_task. **Save often throughout the task.**

3. Set the margins to 1.25" for the top, bottom, left and right. Create a worksheet with the information below:

Grade Distribution						
						Total Students
Letter Grades	**A**	**B**	**C**	**D**	**F**	Per Class
Class 1	8	8	6	2	5	(sum)
Class 2	10	7	5	3	4	(sum)
Class 3	5	10	14	0	2	(sum)
Class 4	14	10	6	1	1	(sum)
Class 5	6	7	11	6	2	(sum)
Class 6	9	8	13	2	1	(sum)
Class 7	5	9	12	3	4	(sum)
Grade Totals	(sum)	(sum)	(sum)	(sum)	(sum)	
Total Students						(sum)

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4. Fill in formulas where indicated by the parentheses. In the **Total Students Per Class** column, enter a formula that will sum each row.

5. In the **Grade Totals** row, enter a formula that will sum the column for each grade. For **Total Students**, enter a formula that will sum the **Total Students Per Class** column, arriving at a total number of students.

6. Center the column labels, A, B, C, D, and F.

7. Select bold font for the following labels: **Grade Distribution, Letter Grades, A, B, C, D, F, Total Students Per Class, Grade Totals,** and **Total Students**.

8. Size the columns so that all of the chart will print on one page.

9. Insert a pie chart that includes only the **Grade Totals** with accompanying column labels. Use *Grade Distribution Totals* for the title of the chart. Include the legend and show percentages.

10. Put the chart on the worksheet, moving and sizing it so that all of it shows and the worksheet and chart print on one page.

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

12. Put the following in the **footer** in the center section: Spreadsheet Proficiency Task Version 20. Save your worksheet.

File 1

13. Preview your worksheet and then set the **print options** to be the following: portrait orientation without gridlines and row and column headers. Convert the printout to pdf format and name it ss20_file1, saving to your SSV20Task folder.

File 2

14. Set the **print options** to be the following: landscape orientation on 1 page with gridlines and without row and column headers, but with the formulas showing. Convert the printout to pdf format and name it ss_file2, saving to your SSV20Task Folder.

15. Upload your files:
    ss20_task
    ss20_file1
    ss20_file2

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