

Spreadsheet Proficiency Task

Version 01

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.

At the end of the task you will upload the files you create to the task page. Each file name will begin with your username, which is your login name.

You will have 30 minutes to accomplish this task.

1. Create a folder on your Testing USB drive in the root directory and name the folder **SSV01Task**.
2. Start Excel, open the worksheet, **Grades.xls** from the folder X:\DIDL\ResourceFiles\EC\Task. Save the worksheet in your **SSV01Task** folder, naming it username_ss_grades.xls. **Save often throughout the task.**
3. Set the margins to 1.25 for the top, bottom, left and right margins.
4. Define column A as a title to be repeated so that it is printed on every page.
5. **Move** the column for Quiz 1 so that it is in the column immediately preceding (before) Exam 1. Make sure there is **no blank column** between the name and the column for the Quiz 2.
6. Format the Average column to be a percentage with 2 decimal places. Making sure the column is wide enough to show all of the data.
7. Below the last student (Stephen Thompson), skip a row then add a row that calculates the average for each assignment. Put "Assignment Average" as the label for this row. Format these averages to have no decimals.
8. Shade the "Assignment Average" row.
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 01.

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11. Insert a line chart into your worksheet depicting Exam 1 and Exam 5 scores. Use "Exam 1 & 5 Comparison" for the title of the chart. Remove the legend. Place the chart below the grades and so that it is not in column A.
12. Insert a scatter chart below the line chart depicting the Project scores. Use "Project" for the title of the chart. Remove the legend. Place the chart below the previous chart and 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. 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 headings. Convert the printout to pdf format and name it username_ss_file1.pdf, saving to your SSV01Task 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 username_ss_file2.pdf, saving to your SSV01Task Folder.
16. Upload the files, username_ss_grades.xls, username_ss_file1.pdf, and username_ss_file2.pdf to the task page, and then submit the email.