

**COMPUTER APPS—MI [Armato]**  
**Homework 03—Excel Grade Book**

Using Excel, create a spreadsheet for tracking and calculating your grades for the quarter. Your document should have 3 separate worksheets: one for the attendance calculation, one for the homework, and one for the final grade calculation. Use the layout of the example provided in class as a guide.

Use the auto-sum function to calculate the total points earned (at this point, just, you know, *predict* your grades). Calculate the percentage by dividing the total points possible into the points earned. Format the percentages in percent format with no decimal places. Create a well-organized visual format for the sheets including adjustments to the row heights and column widths to fit your data, bold column headings, cell shading, cell borders, text wrap, and text color. Also, label each calculation table, and rename each sheet.

**Specifications:**

- Create 3 worksheets: Attendance, Homework, and Final grade
- Title each sheet and rename its tab
- Label each calculation table (Homework & Tests, Attendance, Final)
- Bold all column headings & use a logical system of borders to help visually organize info
- Change cell shading on all calculation cells
- Set appropriate text alignment to all columns
- Set appropriate data format for all cells; e.g. general, text, percent, etc.
- Add points with auto-sum
- Use supplied assignment data
- Modify supplied formulas to work with your layout

**Evaluation:**

Creation of formula in cell using auto-sum function

Calculating a percentage

Creating multiple worksheets

Formatting cells – data

Formatting cells – visual

**DUE end of class, Wednesday 10/22**

Submit a copy of your formatted spreadsheet—including sample data—to the appropriate location on the Drop Off drive.

**Data:**

Project	Points
survey	10
letter	20
invoice	20
portrait	20
magazine	20
newsletter	30
web site	30
final proj	30
quiz	10
midterm test	30
final test	30

**Formulas** [replace **text in bold** with specific cell addresses e.g.  $=(3600-\mathbf{C29})/3600$ ]:

- attendance percentage  $=(3600-\mathbf{total\ minutes\ missed})/3600$
- homework percentage  $=\mathbf{total\ earned\ points}/250$
- final grade  $=(\mathbf{homework\ percentage} * 3 + \mathbf{attendance\ percentage})/4$