

COMPUTER APPS [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 (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)
- Use a logical system of visual formatting to help organize your info. For example, make column headings bold, change cell shading and borders to group related info and differentiate data entry cells from calculation cells
- Set appropriate text alignment in all columns
- Set appropriate data format for all cells; e.g. date, text, percent, etc.
- Add points with auto-sum
- Use supplied assignment data
- Modify supplied formulas to work with your layout

Evaluation (20 points total):

- Creation of formulas (5 pts)
- Usability (3 pts)
- Creating multiple worksheets (2 pts)
- Formatting cells – data (5 pts)
- Formatting cells – visual (5 pts)

DUE Noon, Monday Week 4

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

Data:

Project	Points
survey	10
portrait	20
spreadsheet	20
tutorial	20
magazine	20
newsletter	30
presentation	30
final proj	30
quiz	10
midterm test	30
final test	30

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

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