

Excel XP

Competency Skills Practice

Create an Excel spreadsheet that records students' grades.


- Open Excel

Save your Document

It's always a good idea to save the spreadsheet at the beginning even though you don't have it completed. That way, if the network is having a bad day, you don't have to start all over again.

- Click File, then Save As
- Click on the down arrow at the end of the Save in: box
- Locate your network folder – it should begin with your network ID (last name, first initial) and is on the either E, F or H drive
- Click once on your network folder to open it

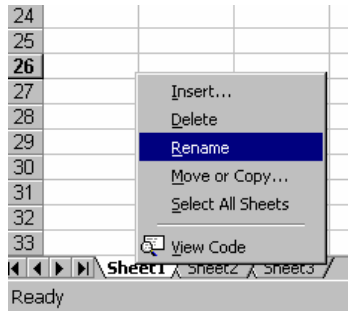
Making a Folder

- Click on the folder with a star at the top of the window  (This will create a new folder in which you can save your documents)
- Type *Student Grades*
- Click OK
- Place the I-beam within the File name: box and type *1st Period*
- Click Save **OR** press enter

Naming the Spreadsheet

Each spreadsheet is assigned a name, shown on a tab at the bottom of the window. By default they are numbered Sheet 1, Sheet 2, etc.

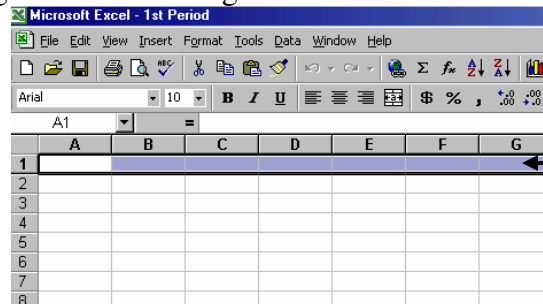
- To change the name, place the mouse pointer over the sheet name "Sheet 1" and right click



- Select Rename
- The existing name will now be highlighted
- Type: *Tests*
- Press enter

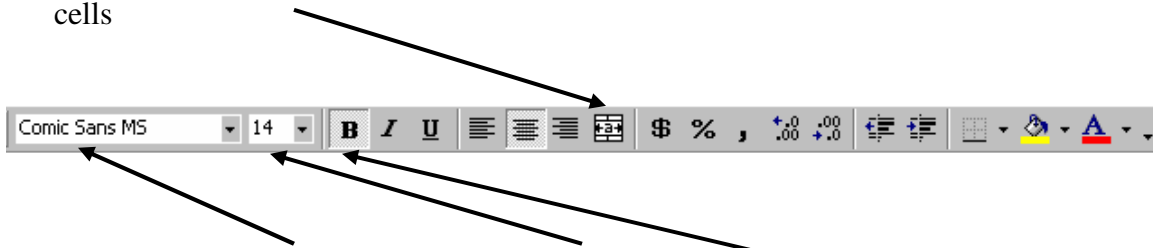
Enter Spreadsheet Title

- Highlight cells A1 through G1 by clicking in cell A1 (the intersection of a column and a row – columns are letters and rows are numbers – columns are always listed first) and dragging the mouse through cell G1



Selected area should look like this

- Click on the Merge and Center icon on the formatting toolbar to merge and center the cells



- Change the Font to Comic San MS and size 14 and Bold by using the Formatting Toolbar
- Type: *1st Period Students and Grades*
- Press Enter

- Save the changes you have made to the spreadsheet by clicking the Save icon on the Formatting Toolbar




Entering Column Labels

- Cell A2 should have a box around it (if not, please click in cell A2)
- Type: *Name*
- Press the Right-Arrow key ► to move to cell B2
- Type: *Test 1*
- Press the Tab key to progress to cell C2
- Type: *Test 2*
- Press the Tab key
- Continue this procedure to place the label *Test 3* in D2, *Test 4* in cell E2, *Total* in cell F2 and *Final Test Total* in cell G2
- Press the Tab key
- Save your changes

Autofit Cell Contents

- Cell G2's contents do not fit in the cell
- Place the mouse pointer on the line separating the column letters G and the H in the gray column area at the top of the spreadsheet



	A	B	C	D	E	F	G	H	
1	1st Period Students and Grades								
2	Name	Test 1	Test 2	Test 3	Test 4	Total	Final Test Total		
3									

- The pointer becomes a double-headed arrow
- Double-click

- OR—if you want the text to be split onto two lines within the cell, hold down the Alt key and press Enter.

Center Text

- Highlight cells A2 through G2 and click the Center icon  on the Formatting Toolbar

Enter Student Names

- Click in cell A3 and type: *B. Alban*
- Press enter (the cursor moves to the next cell in the column, A4)
- Type: *Y. Balto* and press enter
- Continue this process to place the names:


S. Crez	into cell A5
R. Kim	into cell A6
P. Quinn	into cell A7
H. Toro	into cell A8

- Save your changes

Entering the Students Grades


- Click in cell B3 and type: *64* for B. Alban
- Continue entering the grades as shown below

	A	B	C	D	E	F	G
1	1st Period Students and Grades						
2	Name	Test 1	Test 2	Test 3	Test 4	Total	Final Test Total
3	B. Alban	64	87	55	73		
4	Y. Balto	80	90	78	82		
5	S Crez	93	96	92	90		
6	R. Kim	71	87	52	70		
7	P. Quinn	87	73	49	82		
8	H. Toro	81	77	73	80		

- Numbers automatically right-align in the cell. (If you were dealing with amounts of money, you would want to format the values into currency by highlighting the cells to be formatted and clicking the Currency button  on the toolbar.)

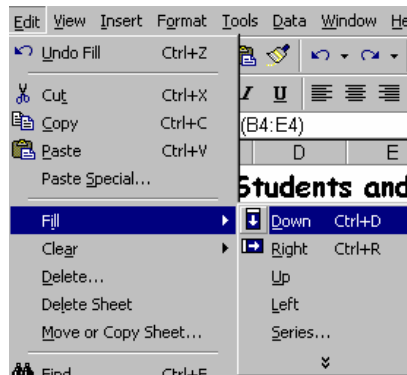
- Save your changes

Calculate the Sum of Each Students Tests

- Highlight the test scores for B. Alban by clicking and dragging over cells B3 through E3
- Click on the Sum icon  on the Standard Toolbar
- The sum of these cells are automatically placed in the cell F3

Fill Command

- Click and drag to highlight cells F3 through F8 OR click in cell F3 then press the shift key then F8 to highlight the range
- Click on **Edit**, then **Fill** and then **Down** on the Menu Bar



	A	B	C	D	E	F	G
1	1st Period Students and Grades						
2	Name	Test 1	Test 2	Test 3	Test 4	Total	Final Test Total
3	B. Alban	64	87	55	73	279	
4	Y. Balto	80	90	78	82	330	
5	S Crez	93	96	92	90	371	
6	R. Kim	71	87	52	70	280	
7	P. Quinn	87	73	49	82	291	
8	H. Toro	81	77	73	80	311	

Spreadsheet should look like this

- Save your changes

Formulas

- You've decided to eliminate Test 2 grades from the students total
- Click in cell G3
- Type: =F3-C3 (all formulas must begin with an equal sign)
- Press enter

Fill Command

- Click and drag to highlight cells G3 through G8
- Click on **Edit**, then **Fill** and then **Down** on the Menu Bar

	A	B	C	D	E	F	G
1	1st Period Students and Grades						
2	Name	Test 1	Test 2	Test 3	Test 4	Total	Final Test Total
3	B. Alban	64	87	55	73	279	192
4	Y. Balto	80	90	78	82	330	240
5	S Crez	93	96	92	90	371	275
6	R. Kim	71	87	52	70	280	193
7	P. Quinn	87	73	49	82	291	218
8	H. Toro	81	77	73	80	311	234

Spreadsheet should look like this

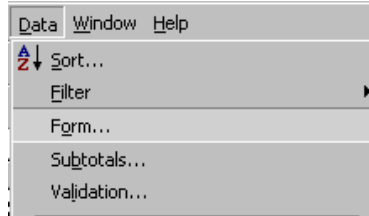
- Save your changes

Sorting Data – Lowest Final Test Total to Highest

- Select rows 3-8 (click and drag over the row numbers in the gray area on the left of the spreadsheet)

	A	B	C	D	E	F	G
1	1st Period Students and Grades						
2	Name	Test 1	Test 2	Test 3	Test 4	Total	Final Test Total
3	B. Alban	64	87	55	73	279	192
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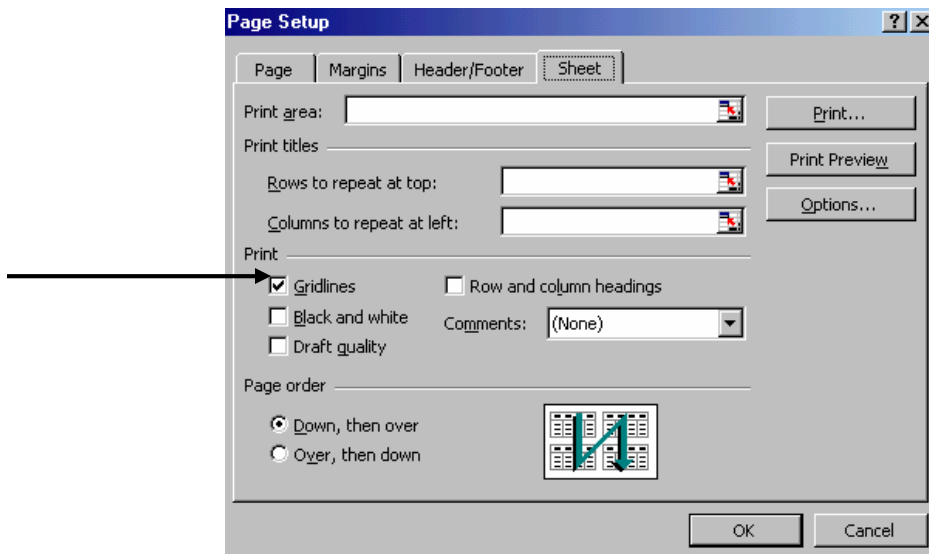
- Click **Data**, then **Sort** on the Menu Bar



- The Sort dialog opens
- Click **No Header** row in the bottom of the window
- Select the **Column G** in the window under Sort by
- Make sure the **Ascending** button is selected
- Click **OK**
- Save your changes

Add Gridlines

- Click **File**, then **Page Setup**
- Click on the **Sheet** tab
- Click in the box before **Gridlines**

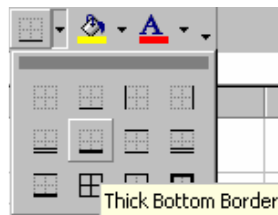


- Click **OK**

You will not be able to see the gridlines on the spreadsheet but if you click **File**, then **Print Preview** you will see that the cells have borders

Special Cell Borders

- To place a thick bottom line under cells A8 through G8
- Highlight cells A8 through G8
- Click on the arrow to the right of the Borders icon on the Formatting Toolbar
- Click on the icon for a thick bottom border




- Save your changes

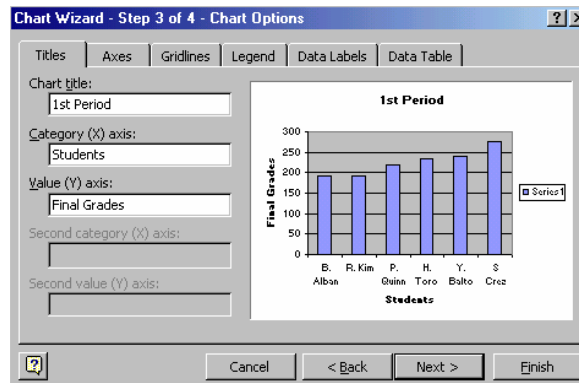
Making a Chart

- Highlight the students names, cells A3 through A8
- Hold down the **Ctrl** key and highlight the students final total, cells G3 through G8

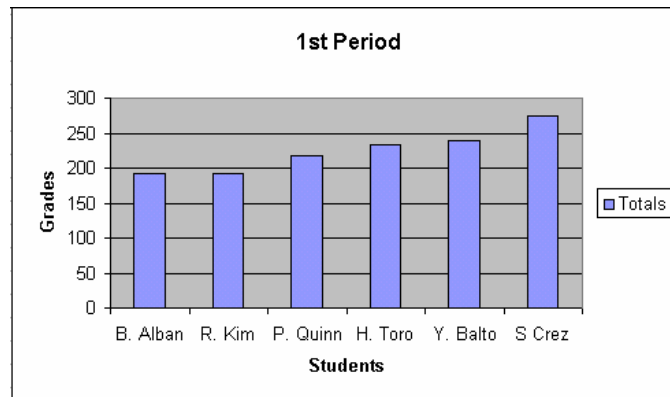
	A	B	C	D	E	F	G
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- Click on the Chart Wizard icon on the Standard Toolbar 
- Accept the default choice of Column chart type and clustered column by clicking **Next**
- Click on the Series tab
- Type: *Totals* in the box to the right of Name:

- Click **Next**
- In the Chart title area type: *1st Period*
- In the Category (X) axis area type: *Students*
- In the Category (Y) axis area type: *Grades*



- Click **Next**
- Accept the default choice of Place Chart as object in by clicking **Finish**



- Save your changes