# Directions for Grade Book Assignment

1. Open the GradeBook file from my website
2. Save As “Period#LastName\_GradeBook” in your Excel folder in Cobra
3. Merge and center the title in row 1 to be across cells A1 to J1
4. Format row 2 to be center aligned and bold
5. Format the names in the first column (A) to be Italic
6. Center align all of the grades (B3 to J26)
7. In cell K2 type the words “Total Points” (Make sure to fit the cell so we see all the text)
8. Calculate the total for each students using the correct function
9. Apply conditional formatting using ”data bars” (you pick the color) to all the scores for the assignment “The Worst PowerPoint”
10. Apply conditional formatting using “highlighting cell rules” and “greater than” to all the scores for the assignment “Best of 2012”. Highlight all the scores that are more than 25 with “yellow text and dark yellow text”.
11. Apply conditional formatting using ”icon set” (use the red yellow and green stop lights) to all the scores for the assignment “Final PowerPoint (Music or Actor/Actress”
12. Apply conditional formatting using ”icon set” (use 3 symbols – green check/yellow exclamation/red x ) to all the scores for the assignment “PowerPoint Sams Test”
13. Insert a Header with your name on the left, file name on the right, and a footer with today’s date
14. I forgot to change a few grades – can you please change the following student’s grades?

|  |  |  |
| --- | --- | --- |
| **Name** | **Assignment** | **New Score** |
| Phil | The Worst PowerPoint | 25 |
| Greg | The Best of 2012 | 27 |
| Hank | The Best of 2012 | 0 |
| Burt | PowerPoint SAMS Test | 17 |
| Victor | The Final PowerPoint | 42 |

1. Save all changes (see instruction #2 for file name)
2. Copy completed file to “To Be Graded” folder on Cobra