Advanced Computer Applications Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Excel Final Project Student #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For your Project in Excel, you will be working with data about your grades.

1. Go to your grades posted online. Go to Advanced Computer Applications and get a report. Copy the first 40 assignments in your grade report by starting your selection with the line above your grades. Paste them in Sheet 1 of a new spreadsheet. Rename Sheet 1 – *Quarter 3*.
2. Copy the rest of your assignments to Sheet 2. Do not select the final grade in the lower right corner. Rename Sheet 2 – *Quarter 4*.
3. Delete any rows that have X’s in them or are excused.
4. Change any Z’s to Zeros.
5. Group Quarter 1 and Quarter 2 Sheets and do the following:

* Delete Columns A, D, and H.
* Select the entire sheet (it should still be grouped) and make the row height 15.
* Autofit the columns. Make sure information is completely showing and does not wrap within the cell.
* Change the heading “Score” to “Possible Points” and then AutoFit that column.
* Clear any shading and borders from your information.
* Put your name in the center section of the footer.
* Ungroup your sheets.

1. Use the SUM formula to add up the Points and Total Points Possible on each sheet.
2. Copy your spreadsheet from Quarter 3 and Paste Special (choose Column Widths) and then Paste a copy to Sheet 3.
3. On Quarter 3 Sheet, Insert a Row above Row 1. Add the title “YourName’s Quarter 1 Grades”. Merge and Center it across the spreadsheet data. Increase the size of the title. Do the same to Quarter 4 – changing Quarter 3 to Quarter 4.
4. Format the worksheets by changing font and size, alignment of information, add borders and shading—make the worksheets look sharp but don’t use a table style.

**Formulas**

1. In your Quarter 3 sheet, name ranges:

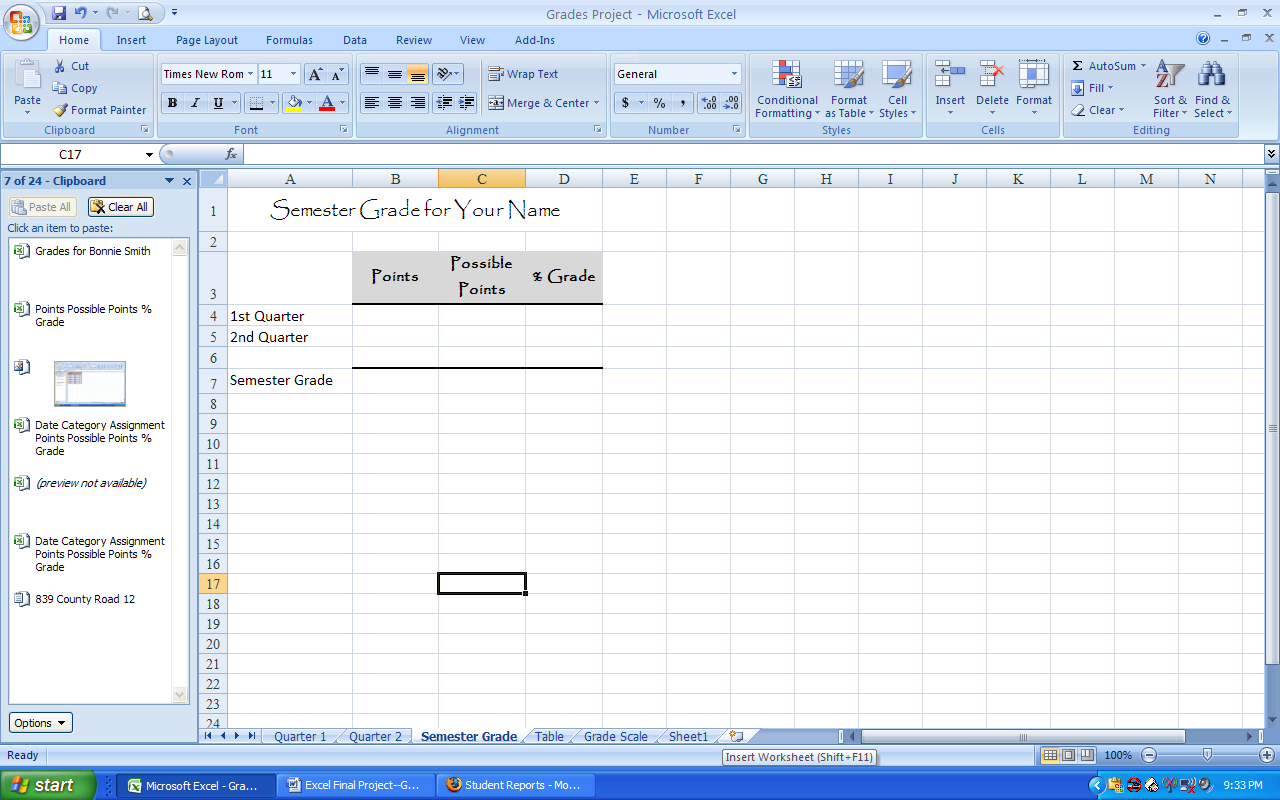
* Points\_Qt3
* Possible Points\_Qt3

1. Add a new column that will show the % Grade on each assignment. Use the names of your ranges to take Points and divide by Possible Points. Fill your formula down the column. Clear any formulas if you had any extra credit assignments.

Create formulas for your overall grade using your named ranges:

* Sum your Points
* Sum your Possible Points
* Divide your Points by the Possible Points to get your % Grade

1. Repeat this with your Quarter 4 sheet.
2. Use COUNTIF to find the # of Assignments in each category and SUMIF to find the Points and Possible Points in each category. Then divide the Points by the Possible Points to find the Category Average. You do not have to use named ranges. **You can keep your worksheets grouped when you make these formulas**.
3. Add a new worksheet after your Quarter 4 worksheet that you will use to calculate your semester grade. Add the following labels; copy formatting from your Quarter 3 & 4 sheets:



1. Use a 3-D reference to bring the Points and Possible Points from your Quarter 3 and Quarter 4 worksheets.
2. Create formulas to add points from both quarters and then divide your total Points by the total Possible Points to find your semester grade.

**\_\_\_\_\_\_ Teacher signature before going on**

**Other Features**

1. Add a background to your Quarter 3 sheet. Find a graphic on the Internet that relates to computers or relates to an interest you have. Use the graphic as a background. You might find that you have to try out a couple of different graphics to find one that works well as the background of your spreadsheet.
2. Add a picture to the header of your Quarter 4 sheet. It can be the same picture you used as a background for your Quarter 3 sheet or it can be a different graphic.
3. Insert a hyperlink on the title of your Quarter 1 worksheet. Make the hyperlink go to the log-in screen of grades online for this class.

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1. Look over your Quarter 3 and 4 worksheets and make any formatting adjustments that will make the worksheets attractive and consistent. Preview these two worksheets; center the worksheets horizontally on the page (in print preview, the Page Setup button, Margins tab, choose Center on Page Horizontally). Scale each worksheet to fit on one page (put the worksheets in landscape and on the Page Setup button, Fit to 1 page wide and 1 page tall).

**Sheet 3—Creating a Table**

1. You should a have copy of your Quarter 3 grades in Sheet 3. Rename this sheet tab “Table”.
2. Convert the information to a table. Apply the table style of your choosing. Autofit your fields so the longest item shows in each column.
3. Do a multilevel sort. First sort by Category with the categories in alphabetical order. Within each Category, sort by Possible Points with the largest number first.
4. Add a % Grade column/field. Put a formula in the field to take Points and divide by Possible Points.
5. Add a Total row. Show the sum of the Points and Possible Points fields. Then add a formula in the % Grade field to divide Points by Possible Points.

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**Congratulations! I hope you feel you have learned a lot about spreadsheets that you didn’t know before. You have some impressive spreadsheet skills.**