

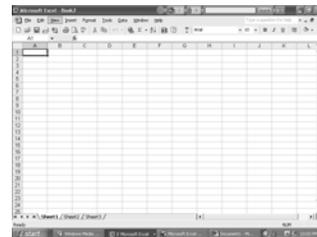
Excel Spreadsheet Activity
SEU 323
David Finnerty
23 April 2004

Excel - lent Report Card

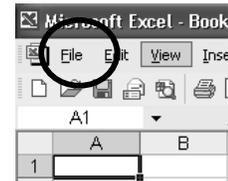
This activity will unlock some of the capabilities of Excel as we build a mock report card.

Let's get started.

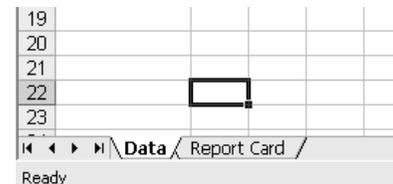
1. Open Excel. Your screen will show a blank worksheet like the figure to the left.



2. Select the Open command from the Toolbar (circled at left). A new window displaying the available files will appear. Select Report Card from the files shown. If you cannot locate the Report Card file make sure that your computer is looking in the correct volume.



3. The Report Card file has two worksheets 'Data' and 'Report Card' as indicated by the tabs in the lower left corner. The active worksheet is highlighted in white. Select the 'Data' worksheet by clicking on it.



4. Type the name of your school in cell B1.
5. Type in your name cell B3.
6. Notice in cells A7-A11 five courses are listed with a series of quiz, test and homework grades. Cells G7-G11 are empty. These cells will be the Quiz Averages for each class. Similarly, cells L7-L11 will be the Test Averages and cells P7-P11 will be the total Numerical Average.

13. Now your data worksheet is complete. Click on the Report Card tab at the bottom left to view the report card.

Further Exploration:

- Click on Cell B3 of the Report Card worksheet. Notice the formula Data!B1. The cell address contains the worksheet name followed by the cell address. Thus you can copy data from one sheet to another.
- Cell G17 of the Report Card worksheet contains a logical IF statement (actually four IF statements nested in a single statement). Excel has many powerful operators that can be used to add value to your worksheet. Experiment with other Function commands; the Help menu will help you with the syntax.