

Computer Exercise #7
Computer Literacy Macintosh / Windows Series

STEP 1: Using the Microsoft Excel application, create a new spread sheet from scratch. The spread sheet will be a teachers grade book. Grades will be calculated on a total point system.

STEP 2: The following is an example of one possible way to start the spread sheet. It will be your responsibility to fill in the ????. Be sure to use math equations in the spread sheet to figure out the results and not a calculator.

Specifications :

- A title line. {examples : School Name, address, phone, etc.}
- 6 different assignments.
- The highest grade achieved per assignment.
- The lowest grade achieved.
- Total of points achieved by each student.
- Average grade per assignment.
- At least 15 different students {last name & first initial only}.
- Total possible number of points per assignment.

STEP 3: Edit the document to be sure that it is 100% error free of all mistakes

- spelling - punctuation - grammar
- proof read the document on the monitor.

{do not waste paper by printing test copies.}

{WYSIWYG : what you see on the screen is exactly what you'll get in print.}

STEP 4: Save the file on your network volume with the file name **Screen Name - Ex. 7**

STEP 5: Print out the document and hand in.

STEP 7: Put a copy of this file {Last Name - Ex. 7} in the correct network sub-directory.

Courses Network Directory

Computer sub-directory

Computer sub-directory

Summer Session sub-directory

You will be graded on both the printed copy and the copy submitted to the network sub-directories.

NOTE(s): Be sure your name is typed on the document {not hand written}.

	A	B	C	D	E	F	G	H	I
1	St. John's College High School								
2	Computerized Gradebook								
3	Assignment		HW #1	HW #2	Quiz #1	HW #3	Test #1	HW #4	TOTAL
4	Possible Points		10	10	50	10	100	10	190
5									
6	Anderson	N	10	8	40	7	82	9	156
7	Burrow	T	5	6	35	5	77	10	138
8	Gomez	S	7	???	???	???	???	???	???
9	???	???	???	???	???	???	???	???	???
10	???	???	???	???	???	???	???	???	???
11	???	???	???	???	???	???	???	???	???
12	???	???	???	???	???	???	???	???	???
13	???	???	???	???	???	???	???	???	???
14	???	???	???	???	???	???	???	???	???
15	???	???	???	???	???	???	???	???	???
16	???	???	???	???	???	???	???	???	???
17	???	???	???	???	???	???	???	???	???
18	???	???	???	???	???	???	???	???	???
19	???	???	???	???	???	???	???	???	???
20	???	???	???	???	???	???	???	???	???
21									
22	Highest		10	???	???	???	???	???	???
23	Lowest		5	???	???	???	???	???	???
24	Average		7.33	???	???	???	???	???	???