

Assignment #5 - Excel Spreadsheet Practice

This assignment will give you some practice using Excel. You can use your home computer (if you have Office) or you can use one of the computers in the labs on campus. You will submit your spreadsheet on your USB memory stick.

Create an Excel spreadsheet with a minimum of the following.

- The names of a minimum of 15 students (you can make up the names - but no obscene or derogatory ones please!!). The names should be displayed using a 14pt Arial bold font, dark blue text
- Columns for three exams, 4 quizzes and two projects (minimum). Each column header should be black and use 12 pt Times Roman bold font.
- Calculate the average for the quizzes, the number of quizzes taken, and the minimum and maximum scores for each quiz. Use the proper built-in functions for these.
- Calculate the average for each student, consisting of the three exam scores, the quiz average, and the two assignment averaged together
- Determine the final grade automatically, using the following grade scale:
 - A - greater than or equal to 95 %
 - B - greater than or equal to 87 %
 - C - greater than or equal to 73 %
 - D - greater than or equal to 60 %
 - F - less than 60 %

You should turn in a paper copy of your spreadsheet along with the source file on your USB stick.