

Unit 4: Working with Numbers & Formulas

Gradebook

Auditing Formulas

New Skills

- Showing Formulas

Lesson Overview

This year, the teachers are going to use weighted averages to determine your final grades. You have been asked to create the sample handout to be distributed at the grade level meetings that will describe this grading policy change. In this lesson, you will create a new worksheet containing a sample gradebook that shows how weighted averages will be used on report cards this year.

In addition, you will learn how to show your formulas to make sure you have used the correct formulas in the correct cells.

Tools & Terms You'll Use

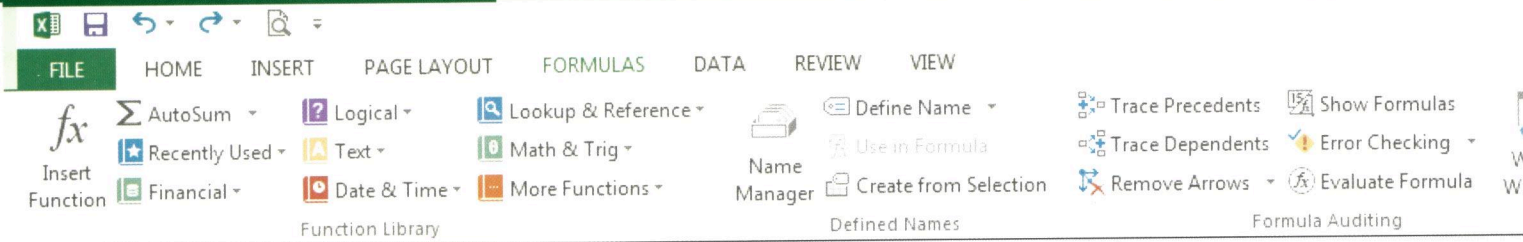
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



Show Formulas

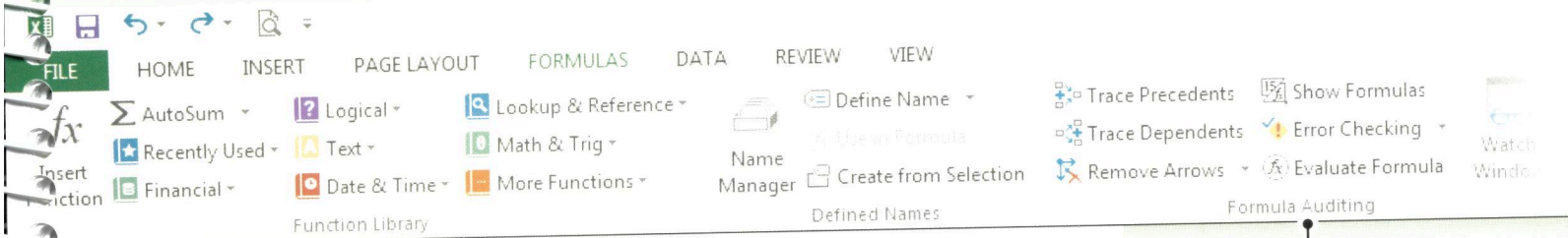
Show Formulas:

Use this icon to display the formulas contained in the cells, instead of the formula results.



Instructions

1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *4.7 Gradebook* in your **My Excel Projects** folder.
3. Change the orientation to Landscape.
4. Key the data as shown in *4.7 Source Doc. A*.
 ☞ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*
5. Make the following formatting changes:
 - a. Merge and center cells A1 through K1
 - b. Merge and center cells A2 through K2
 - c. Merge and center cells C3 through F3
 - d. Merge and center cells G3 through I3
 - e. Center cell J3
 - f. Insert a blank row above row 3
 - g. Change the font size of rows 1 and 2 to 16
 - h. Bold rows 4 and 5
 - i. Right align cells C5 through K5
 - j. Insert a formula in cell F6 to find the average homework score
 - k. Copy that formula to cells F7 through F20
 - l. Insert a formula in cell I6 to find the average test score
 - m. Copy that formula to cells I7 through I20
 - n. Insert a formula in cell K6 that gives 40% weight to the HW average, 50% weight to the Test AVG and 10% to the Effort AVG
 ☞ *Hint: You can use the following formula: =F6*0.4+I6*0.5+J6*0.1*
 - o. Copy that formula to cells K7 through K20
 - p. Format all numbers to show no decimal places
 - q. Insert a Thick Box Border around cells C4 through F4 and cells G4 through I4
 - r. Insert a Thick Box Border around cell J4



- s. Apply All Borders to cells A1 through K1 and C5 through K20
- t. Italicize columns A and B
- u. Shade the following cells gray: F5 through F20, I5 through I20, and J5 through J20
- v. Bold column K
- w. Shade cells K5 through K20 yellow

6. From the **FORMULAS** tab, **Formula Auditing** group,  **Show Formulas** select **Show Formulas**

Alternatively, press CTRL + ` to show (or not show) formulas

- 7. Repeat step 6 to return to your original worksheet view.
- 8. Proofread your work for accuracy and format, then resave the file.
- 9. Select all cells containing data and Print Preview your worksheet.
- 10. Your worksheet should look similar to 4.7 Source Doc. B.
- 11. Print a copy if required.



4.7 Source Doc. A

	A	B	C	D	E	F	G	H	I	J	K
1	Quarter 1	Grades									
2	Algebra 1										
3	Last	First	Homework 40%			Tests 50%		Test AVG		Effort 10%	
4		H.W. #1	H.W. #2	H.W. #3	HW AVG	Test 1	Test 2		Test AVG	Effort AVG	FINAL AVG
5	White	Amanda	100	95	90	95	100		100	100	100
6	Bucklin	Brian	95	95	90	90	98		98	100	100
7	Cohen	Morgan	97	85	91	88	92		92	95	95
8	Johnson	Kyle	80	84	96	90	85		85	90	90
9	Smith	Melissa	65	80	75	77	75		75	85	85
10	Jones	Joseph	77	90	82	86	90		90	85	85
11	Brown	Drew	92	94	88	95	95		95	100	100
12	Brady	Elizabeth	98	88	90	100	90		90	100	100
13	Wilson	Matthew	72	75	78	80	76		76	90	90
14	Carter	Katherine	50	65	75	70	80		80	85	85
15	Nichols	Alex	88	80	86	82	92		92	90	90
16	Wong	Michael	91	95	94	90	94		94	90	90
17	Foster	David	85	80	79	75	83		83	85	85
18	Davis	Sarah	90	87	92	90	95		95	95	95
19	James	John	78	80	90	83	97		97	90	90

Quarter 1 Grades
Algebra 1

Last	First	Homework 40%			Tests 50%			Effort 10%		FINAL AVG
		H.W. #1	H.W. #2	H.W. #3	HW AVG	Test 1	Test 2	Test AVG	Effort AVG	
White	Amanda	100	95	90	95	95	100	98	100	97
Bucklin	Brian	95	95	90	90	90	98	94	100	94
Cohen	Morgan	97	85	91	88	88	92	90	95	91
Johnson	Kyle	80	84	96	90	88	85	88	90	87
Smith	Melissa	65	80	75	77	77	75	76	85	76
Jones	Joseph	77	90	82	86	86	90	88	85	86
Brown	Drew	92	94	88	95	95	95	95	100	94
Brady	Elizabeth	98	88	90	100	100	90	95	100	94
Wilson	Matthew	72	75	78	80	80	76	78	90	78
Carter	Katherine	50	65	75	70	70	80	75	85	71
Nichols	Alex	88	80	86	82	82	92	87	90	86
Wong	Michael	91	95	94	90	90	94	92	90	92
Foster	David	85	80	79	75	75	83	79	85	81
Davis	Sarah	90	87	92	90	90	95	93	95	92
James	John	78	80	90	83	83	97	90	90	87