

Unit 5: Working with Shapes & Elements

Gradebook 2

Using Multiple Worksheets

Lesson Overview

Your teacher has asked for more tips to set up her gradebook. She would like all of her class grades to be located in one file. The best way to do this is to create separate sheets for each class so that they each can have their own page, but be housed together in one file.

In this lesson, you will open a previously created worksheet and add more worksheets to it.

New Skills

- Renaming Worksheets
- Adding Worksheets
- Printing Multiple Worksheets

Tools & Terms You'll Use

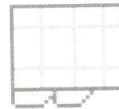
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



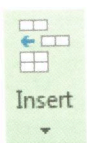
Format

Rename Worksheets:

Use this icon to rename a worksheet tab to a more descriptive name.

**Print Multiple Worksheets:**

Use this icon to print more than one worksheet at the same time.



Insert

Add Worksheets:

Use this icon to insert an additional worksheet in a workbook.



Insert Cells...

Insert Sheet RowsInsert Sheet Columns

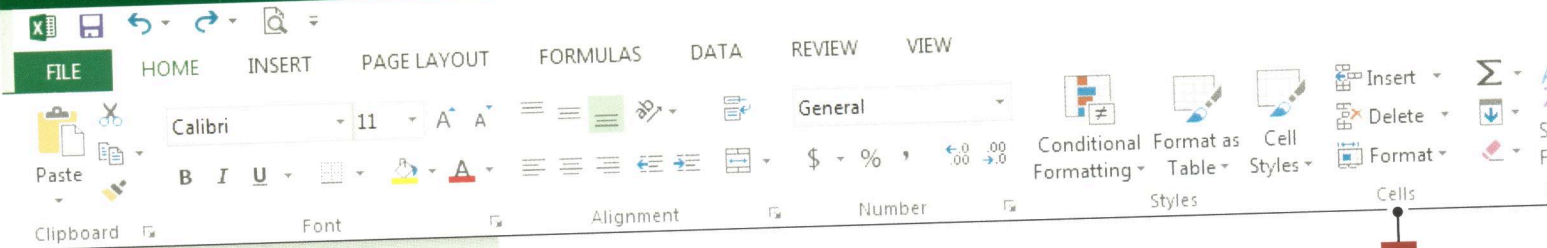
Insert Sheet



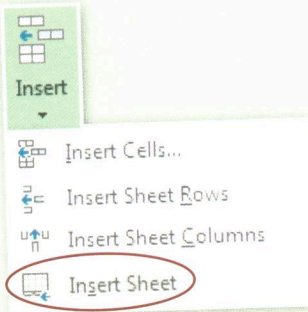
Alternatively, use the **New sheet** icon to quickly add a new worksheet in a workbook.

Lesson 5.4

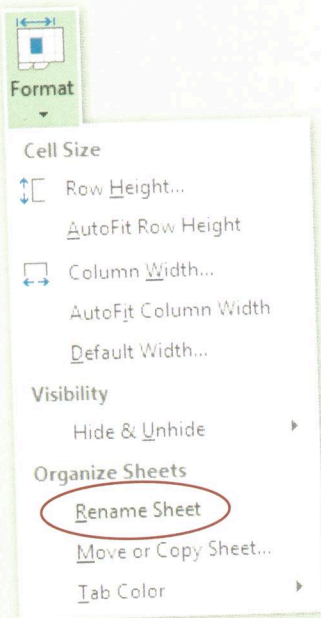
Using Multiple Worksheets



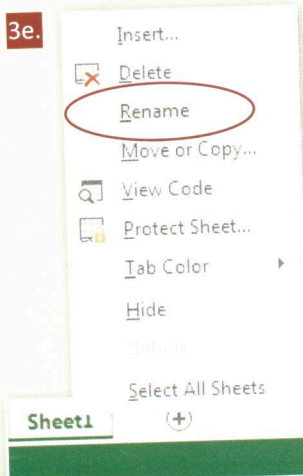
3a.



3b.

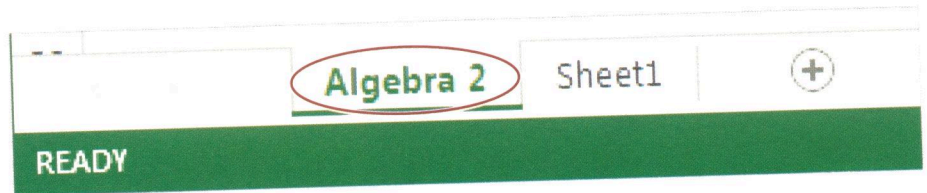


3e.

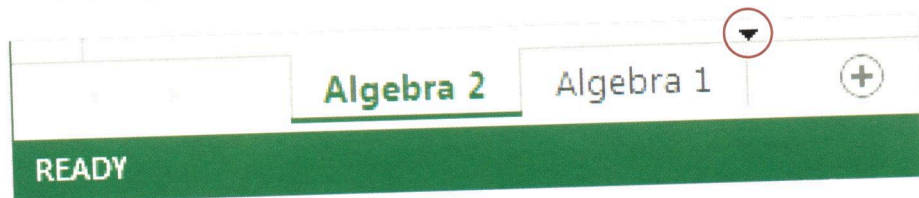


Instructions

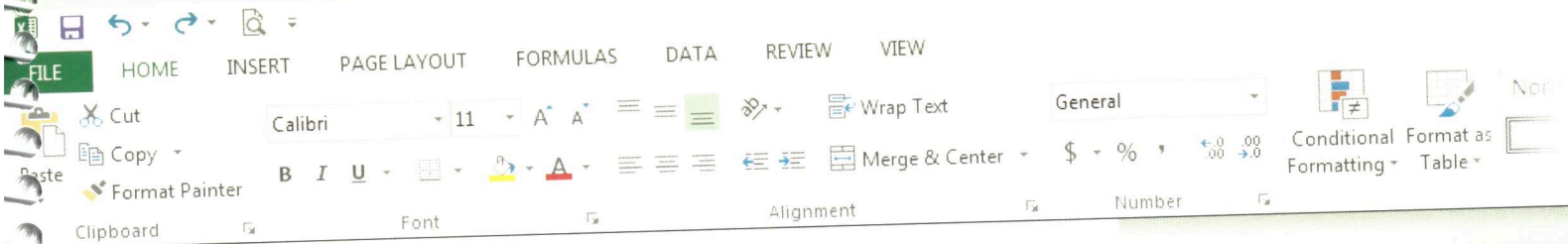
1. Open your existing workbook 4.7 *Gradebook*.
2. Save the file as 5.4 *Gradebook 2* in your **My Excel Projects** folder.
3. From the **HOME** tab, **Cells** group, do the following:
 - a. Select **Insert Sheet**
Alternatively, you can use the **New sheet** icon to insert a new sheet
 - b. Select **Format, Rename Sheet**
 - c. Key the text [Algebra 2] (as shown below)



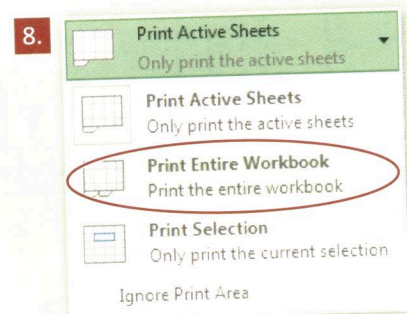
- d. Select the **Sheet 1** tab at the bottom of your worksheet
- e. **Right click, Rename**, key the text [Algebra 1]
- f. To change the order of the worksheets, **click and drag** the Algebra 2 Sheet to the right of the Algebra 1 sheet (as shown below)



4. In the Algebra 2 Sheet, enter the data as shown in 5.4 *Source Doc. A*.
⚡ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*
5. Apply the same formatting features and formulas to the Algebra 2 Sheet as you used in the Algebra 1 Sheet:
 - a. Change the orientation to Landscape
 - b. Merge and center cells A1 through K1
 - c. Merge and center cells A2 through K2
 - d. Merge and center cells C4 through F4



- e. Merge and center cells G4 through I4
 - f. Center cell J4
 - 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 F22
 - l. Insert a formula in cell I6 to find the average test score
 - m. Copy that formula to cells I7 through I22
 - 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 K22
 - 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 K22
 - t. Italicize columns A and B
 - u. Shade the following cells gray: F5 through F22, I5 through I22, and J5 through J22
 - v. Bold column K
 - w. Shade cells K5 through K22 yellow
6. Proofread your work for accuracy and format, then resave the file.
 7. Print Preview your worksheets.
 8. Select **Print Entire Workbook** to view all worksheets.
 9. Your Algebra 2 worksheet should look similar to 5.4 Source Doc. B.
 10. Print a copy of the entire workbook if required.



Lesson 5.4

Using Multiple Worksheets

5.4 Source Doc. A

	A	B	C	D	E	F	G	H	I	J	K
1	Quarter 1	Grades									
2	Algebra 2										
3											
4											
5	Last	First	H.W. #1	H.W. #2	H.W. #3	HW AVG	Test 1	Test 2	Test AVG	Effort 10%	FINAL AVG
6	Norman	James	75	85	90		85	87		95	
7	Fortin	Katy	95	100	100		100	98		100	
8	Miller	Henry	70	80	95		85	95		95	
9	Connell	Caroline	95	95	95		90	95		95	
10	James	Luca	72	84	96		92	87		90	
11	Smith	Julia	86	76	76		80	90		90	
12	Samuels	Elijah	100	90	92		92	90		95	
13	Lyle	Sophia	85	90	95		88	94		90	
14	White	Sam	65	75	80		80	82		85	
15	Buckley	Olivia	77	80	85		88	95		90	
16	West	Nathan	68	77	82		90	70		80	
17	Brown	Ana	72	80	80		80	90		85	
18	Drew	Charles	84	86	88		90	92		100	
19	Black	Alexandra	98	90	95		95	96		100	
20	Garrett	Connor	79	89	91		82	78		90	
21	Logan	Sarah	80	90	100		90	96		95	
22	Jackson	Dylan	74	89	92		70	85		95	

Quarter 1 Grades
Algebra 2

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	
Norman	James	75	85	90	83	85	87	86	95	86
Fortin	Katy	95	100	100	98	100	98	99	100	99
Miller	Henry	70	80	95	82	85	95	90	95	87
Connell	Caroline	95	95	95	95	90	95	93	95	94
James	Luca	72	84	96	84	92	87	90	90	87
Smith	Julia	86	76	76	79	80	90	85	90	83
Samuels	Elijah	100	90	92	94	92	90	91	95	93
Lyle	Sophia	85	90	95	90	88	94	91	90	91
White	Sam	65	75	80	73	80	82	81	85	78
Buckley	Olivia	77	80	85	81	88	95	92	90	87
West	Nathan	68	77	82	76	90	70	80	80	78
Brown	Ana	72	80	80	77	80	90	85	85	82
Drew	Charles	84	86	88	86	90	92	91	100	90
Black	Alexandra	98	90	95	94	95	96	96	100	95
Garrett	Connor	79	89	91	86	82	78	80	90	84
Logan	Sarah	80	90	100	90	90	96	93	95	92
Jackson	Dylan	74	89	92	85	70	85	78	95	82