

35 pts

NAME: _____

Class Days – Time: _____

Assignment #2

EXCEL - Spreadsheet

1. READ

The “**Spreadsheets for Geniuses**” on the Computer Science 1A link which can be found at <http://cs.saddleback.edu>. Work through the tutorial. Complete Excel Exercise #1 starting on page 9 using MS Excel. **STOP AT STEP 11 and continue with the steps below.** SKIP the 2nd “STEP 10: Just for fun” (you can play with the numbers later if you want to)

After step 11...

STEP 12 - Properly format the GPA cell so that it only displays 2 decimal places:

Right click on Cell E17 and select “format cells”.

Select the “Number” tab.

Under Category select “Number”.

Set “Decimal places” to 2 and click ok.

STEP 13 - Set Grades.

On cell F5 type Letter Grade.

Starting on cell F6 display the proper letter grade using nested if statements as discussed in class. Use the value under “Grade” (Column D) to determine the appropriate letter grade (4 = A, 3 = B, 2 = C, 1 = D, 0 = F).

STEP 14 - Autoformat -

Select cells B5 through F16 by clicking on one cell and dragging. Then autoformat (as discussed in class). Pick any style (other than the one I selected as shown below) that you think is appropriate.

Make sure you resize your cells appropriately. You can resize your columns by double clicking in the line in between the cells. (you final should look like to the sheet below except it should be a different format).

EXTRA CREDIT

Determine the formula necessary to display the grade in cell F17.

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Book2.xls". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F
2						
3		My Grades				
4						
5		Class Name	Units	Grade	Grade Points	Letter Grade
6		MATH 2	4	3	12	B
7		CS 1A	3	3	9	B
8		BIO 1A	5	4	20	A
9		CS 1B	3	3	9	B
10		CS 2A	3	2	6	C
11		CS 2B	3	4	12	A
12		MATH 3A	4	3	12	B
13		MATH 3B	4	2	8	C
14						
15		SUM:	29	24	88	
16						
17				GPA:	3.03	B

2. PRINT -

Print the **final spreadsheet** AND a copy with the **cell formulas revealed**. Hold down the control key and press the tilde key (Ctrl ~) to reveal the formulas. This is a **toggle switch** to reveal the formulas used in the spreadsheet. You will want to print in *landscape* (go to File → Page Setup to change it to landscape.)

MAKE SURE YOU resize the columns so that all of the formulas are visible.

3. TURN IN - IN THIS ORDER STAPLED

- **The first page of this assignment** sheet as a coversheet
- Copy of spreadsheet with the values displayed
- Copy of spreadsheet with cell formulas revealed (ctrl ~)