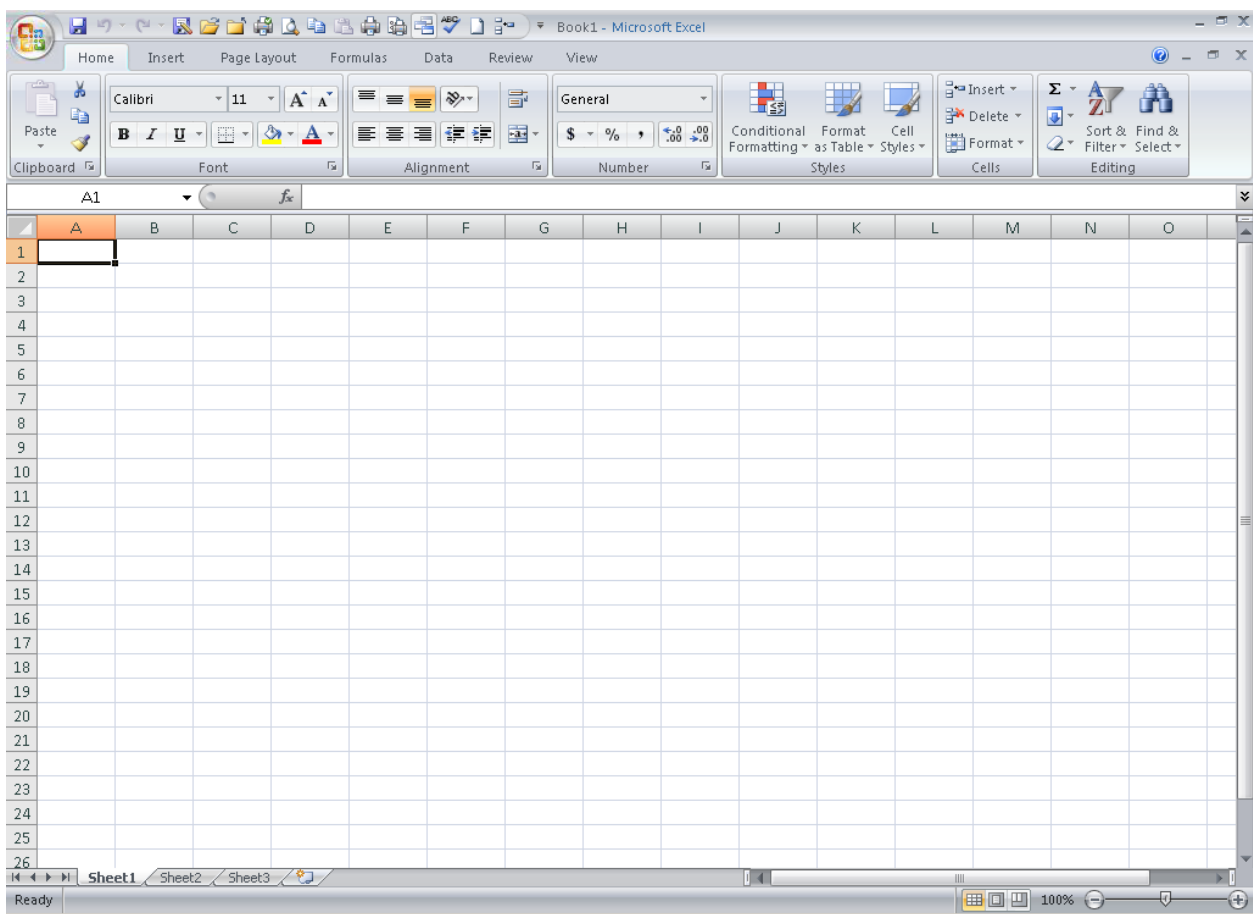


## Excel GradeBook Project (Project #11)

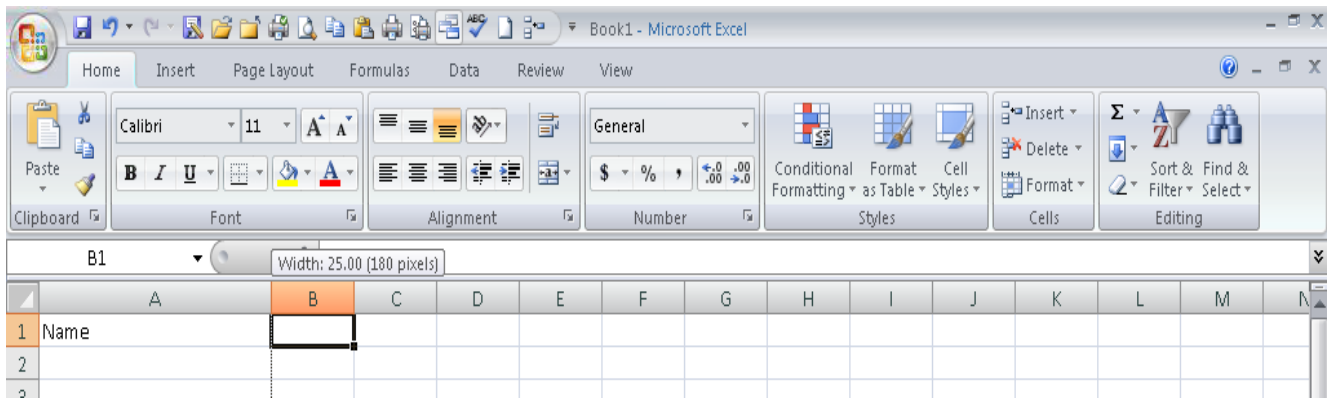
**Step 1** – Open Excel program and define and locate the following sections: Become familiar with the toolbars by holding the mouse over an icon. This will tell you what the icon is. You will notice that some of the icons will be familiar from using Word and other Microsoft programs.

1. cell pointer, cell
2. title bar, column letters, row numbers
3. menu bar
4. name box
5. formula bar
6. toolbars – standard & formatting
7. sheet tabs
8. status bar

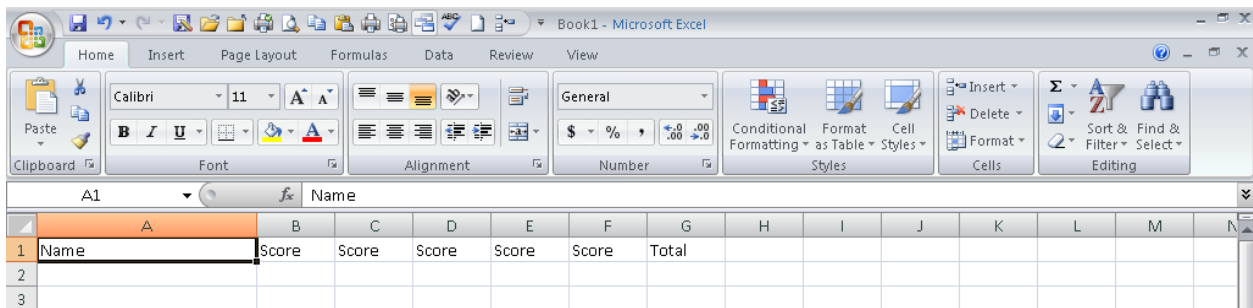


**Step 2** – Locate and type the following into the cells listed.

In Cell A1 type the heading “Name” adjust the cell size to 25.00 by sliding the bar between A and B until you reach the value 25 (180 pixels)

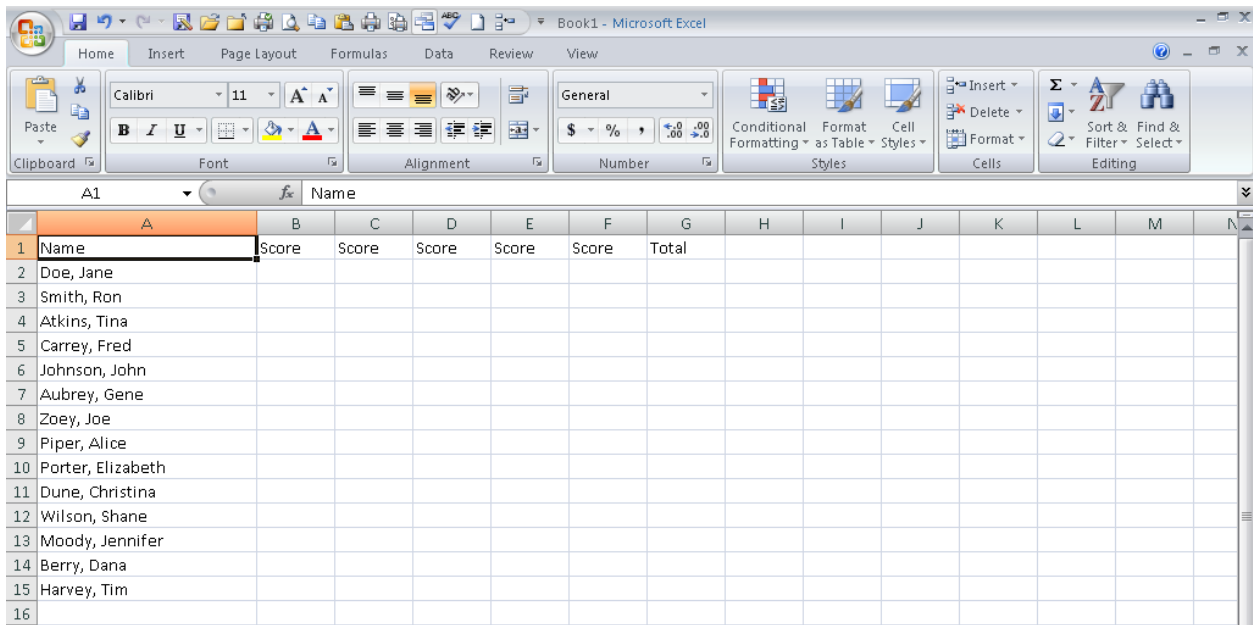


In box B1 thru F1 type “Score”. In Cell G1 type ”Total”.

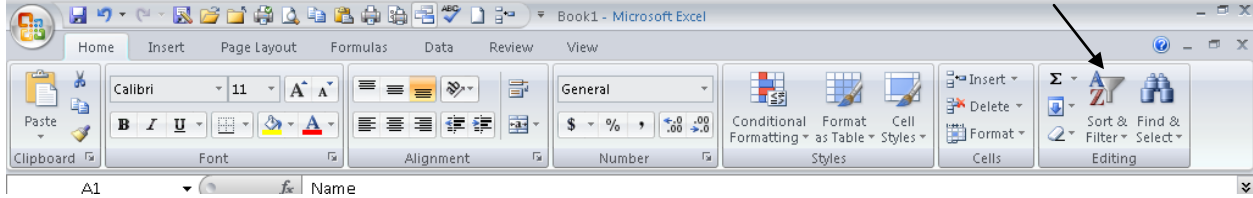


You will now enter the names of these students, in the order given - last name, then first name, starting in Cell A2 and working your way down the A column.

Jane Doe  
 Ron Smith  
 Tina Atkins  
 Fred Carrey  
 John Johnson  
 Gene Aubrey  
 Joe Zoey  
 Alice Piper  
 Elizabeth Porter  
 Christina Dune  
 Shane Wilson  
 Jennifer Moody  
 Dana Berry  
 Tim Harvey



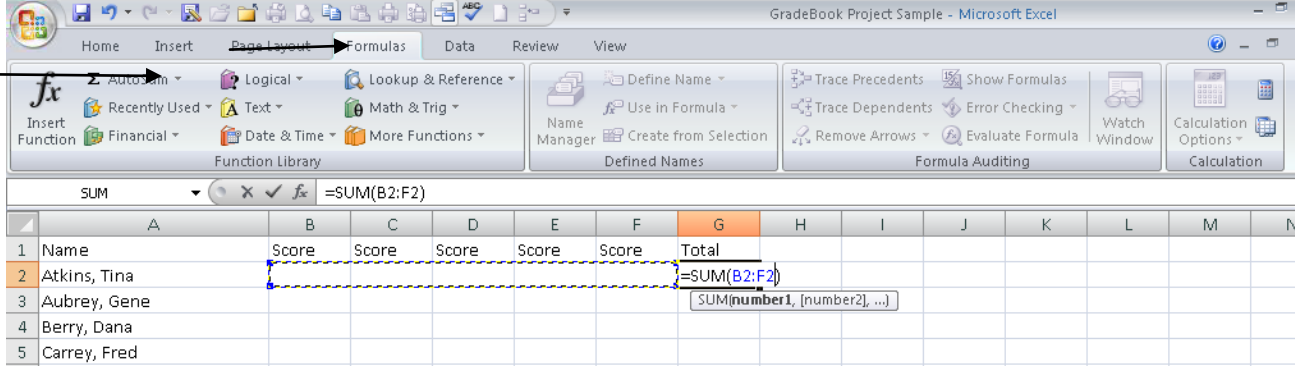
Once you have all the names entered, highlight Cells A2 down thru A15. Once the selection of names is highlighted, click the AZ button (Sort & filter) then click “Sort A to Z”



This will alphabetize all the names you entered in Cells A2-A15.

**Step 3**

You will now enter a formula in the G row that will add up all the scores that you enter. To do this, click on the Formulas Tab on the Ribbon. Click in Box G2. Click on the AutoSum arrow next to the words “AutoSum” Then click Sum. This will put a blue border around cell G2. Drag the cursor and highlight from the left edge of Cell G2 to Cell B2. The entire section should be highlighted by flashing lines and the formula in Cell G2 should read “=SUM(B2:F2)”. This is the formula that will add the scores you enter in those cells. Hit enter to complete the step.



After you hit enter, a 0 should appear in Cell G2. This indicates that you are now adding the scores from Cells B2 thru F2. To test this, enter these scores for Tina Atkins: B2 – 7, C2 – 8, D2 – 6, E2 – 9, and F2- 10. As you are entering, check Cell G2 and confirm that the total is being added. When you are finished, the total should be 40.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Score	Score	Score	Score	Score	Total							
2	Atkins, Tina	7	8	6	9	10	40							
3	Aubrey, Gene													
4	Berry, Dana													

Now you will need to enter the formula for the rest of the G cells. To do this, Click in G3, Click the AutoSum arrow, click Sum. The box will look slightly different as it will highlight cell G2 as well. Drag the cursor from Cell G3 to B3 to get the flashing box again. Hit Enter.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Score	Score	Score	Score	Score	Total							
2	Atkins, Tina	7	8	6	9	10	40							
3	Aubrey, Gene						=SUM(B3:F3)							
4	Berry, Dana													

Continue to do this for all rows until each student has a 0 in the G column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Score	Score	Score	Score	Score	Total							
2	Atkins, Tina	7	8	6	9	10	40							
3	Aubrey, Gene						0							
4	Berry, Dana						0							
5	Carrey, Fred						0							
6	Doe, Jane						0							
7	Dune, Christina						0							
8	Harvey, Tim						0							
9	Johnson, John						0							
10	Moody, Jennifer						0							
11	Piper, Alice						0							
12	Porter, Elizabeth						0							
13	Smith, Ron						0							
14	Wilson, Shane						0							
15	Zoey, Joe						0							
16														

You will now enter scores for each student. The scores should be a number between 0 and 10. Check to make sure the scores are being added properly in the G column as you enter scores.

## Step 4

Now that you have scores for all assignments and students, you will need to get the average of each set of scores. To do this you will average the scores in the B column, the C column, etc.

Type the word “Average” in Cell A20. Next, click in Cell B20 and click on the AutoSum arrow, but this time click the Average button. This should highlight all the cells from B2 – B19 (don’t worry about the blank cells, you will need some of them later in this lesson.) Hit “Enter” to enter the formula.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Score	Score	Score	Score	Score	Total							
2	Atkins, Tina	7	8	6	9	10	40							
3	Aubrey, Gene	6	7	5	8	6	32							
4	Berry, Dana	8	1	9	9	8	35							
5	Carrey, Fred	4	6	7	7	8	32							
6	Doe, Jane	9	8	2	6	9	34							
7	Dune, Christina	10	10	9	10	10	49							
8	Harvey, Tim	7	9	10	8	9	43							
9	Johnson, John	3	7	7	9	7	33							
10	Moody, Jennifer	9	6	5	7	9	36							
11	Piper, Alice	6	7	9	10	6	38							
12	Porter, Elizabeth	9	4	4	8	8	33							
13	Smith, Ron	8	2	8	9	7	34							
14	Wilson, Shane	4	9	9	7	9	38							
15	Zoey, Joe	9	7	10	5	10	41							
16														
17														
18														
19														
20	Average	=AVERAGE(B2:B19)												
21														
22														
23														
24														
25														
26														

Next repeat the steps for entering the Average for the C, D, E, F and G columns. (Don’t forget to highlight the Cells you want the average to be. This gives you an average for each assignment and an average of all the scores for all the students. (Your scores and averages will vary depending on what scores you enter for each student.)

## Step 5

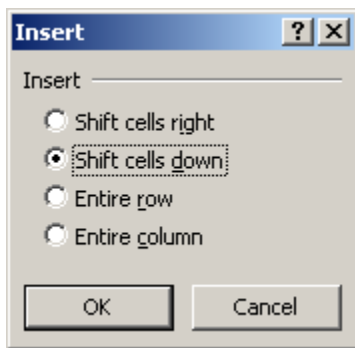
Now that you have your basic grade book program set up, you will add a new student to the list. There are 2 ways to do this. 1. Enter the student at the bottom of the list. If you do this, you will need to “re-alphabetize” the list. The other option is to insert a blank row above the name that is alphabetically below the one you want to enter.

Insert your own name into the list. (Make sure you put your last name first.)

To do this, click in the cell that your name should be above. (i.e. if your last name is John Rollins, you would click in cell A13, (Smith, Ron))

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Score	Score	Score	Score	Score	Total							
2	Atkins, Tina	7	8	6	9	10	40							
3	Aubrey, Gene	6	7	5	8	6	32							
4	Berry, Dana	8	1	9	9	8	35							
5	Carrey, Fred	4	6	7	7	8	32							
6	Doe, Jane	9	8	2	6	9	34							
7	Dune, Christina	10	10	9	10	10	49							
8	Harvey, Tim	7	9	10	8	9	43							
9	Johnson, John	3	7	7	9	7	33							
10	Moody, Jennifer	9	6	5	7	9	36							
11	Piper, Alice	6	7	9	10	6	38							
12	Porter, Elizabeth	9	4	4	8	8	33							
13	Smith, Ron	8	2	8	9	7	34							
14	Wilson, Shane	4	9	9	7	9	38							
15	Zoey, Joe	9	7	10	5	10	41							
16														
17														
18														
19														
20	Average	7.071429	6.5	7.142857	8	8.285714	37							
21														

Right click in the cell and then click Insert. A box with options will pop up.



Next click “Entire Row”. Then click OK. Enter the name in the new row. (Don’t forget your name will be the one you enter so yours will be in that row.)

After you enter your name, input the scores in Columns B-F. (You might need to do the formula if it doesn’t automatically appear; but you won’t need to redo the Average)

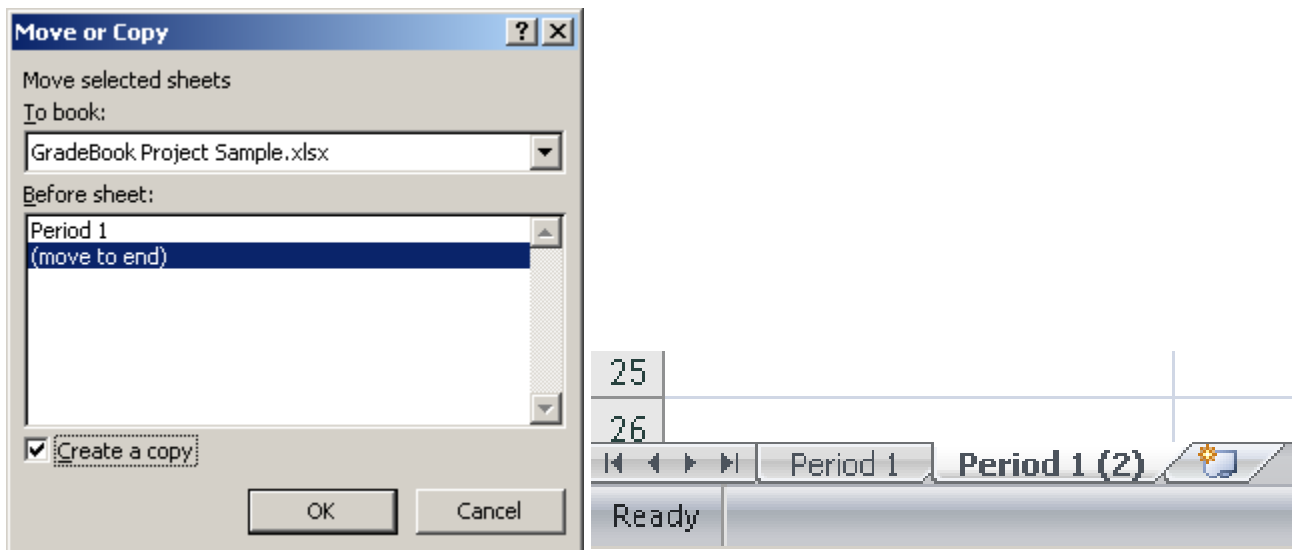
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Score	Score	Score	Score	Score	Total							
2	Atkins, Tina	7	8	6	9	10	40							
3	Aubrey, Gene	6	7	5	8	6	32							
4	Berry, Dana	8	1	9	9	8	35							
5	Carrey, Fred	4	6	7	7	8	32							
6	Doe, Jane	9	8	2	6	9	34							
7	Dune, Christina	10	10	9	10	10	49							
8	Harvey, Tim	7	9	10	8	9	43							
9	Johnson, John	3	7	7	9	7	33							
10	Moody, Jennifer	9	6	5	7	9	36							
11	Piper, Alice	6	7	9	10	6	38							
12	Porter, Elizabeth	9	4	4	8	8	33							
13	Rollins, John	8	9	7	9	10	43							
14	Smith, Ron	8	2	8	9	7	34							
15	Wilson, Shane	4	9	9	7	9	38							
16	Zoey, Joe	9	7	10	5	10	41							
17														
18														
19														
20														
21	Average	7.133333	6.666667	7.133333	8.066667	8.4	37.4							

## Step 6 – Renaming, deleting, and Coping Sheets.

At the bottom of the Excel page you will see Sheet 1, Sheet 2, and Sheet 3. Right click on Sheet 1 and click Rename. This will highlight the words Sheet 1. Type in “Period 1”. Right click on Sheet 2 and click Delete, do the same to Sheet 3.



Next you will create a copy of the Period 1 sheet. Right click on Period 1 sheet and click the Move or Copy button. Click in the “Create a copy” box. Then click (move to end), then click OK. This will create an exact copy of the gradebook. (Notice the name of the sheet is now Period 1(2). Rename this Period 2. Repeat and do the same for Period 3.

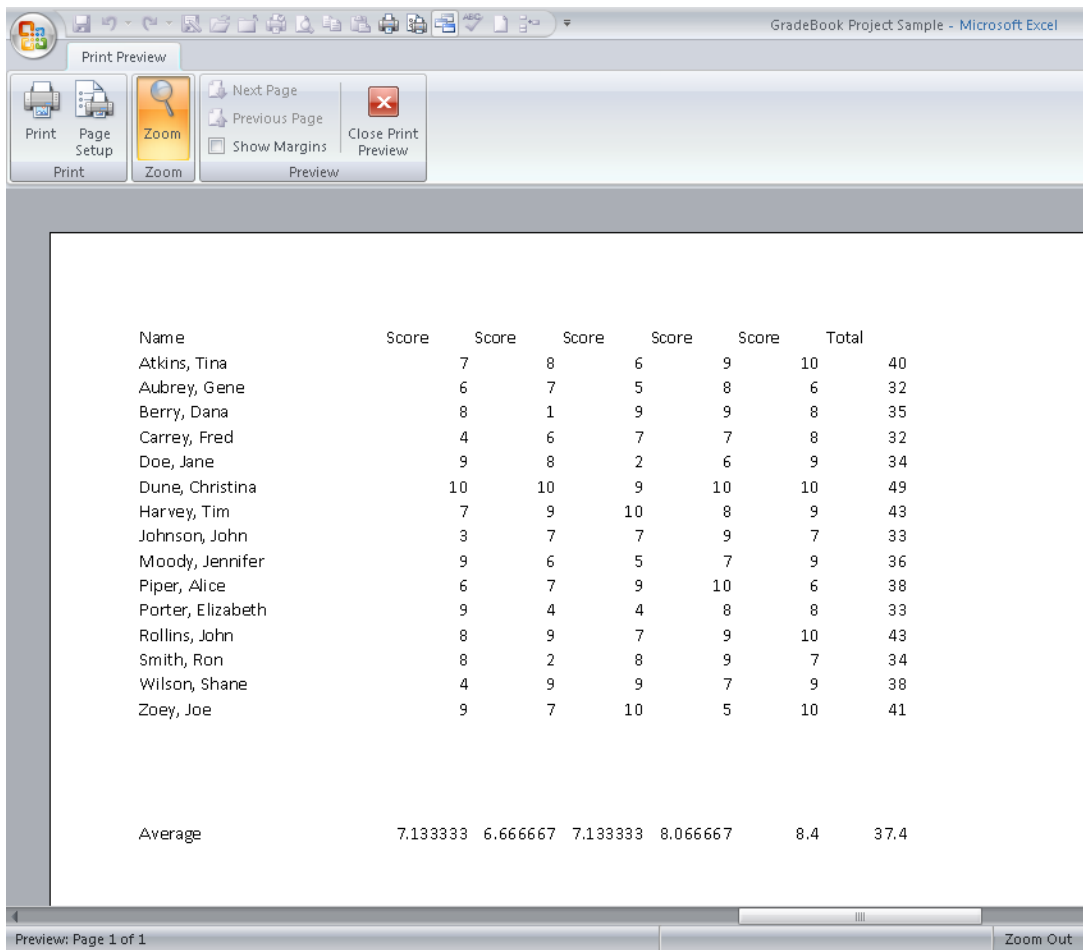


Since the students in Period 2 and Period 3 will be different, you will need to clear the students and the grades for those periods. You don't however want to clear the formulas. To clear the data that you don't want, highlight Cells A2 thru F2 and drag the cursor down to Row 16. Then hit the Delete button on your keyboard. (Don't worry about the weird typing in Row 21, it is the average formula.)

	A	B	C	D	E	F	G
1	Name	Score	Score	Score	Score	Score	Total
2	Atkins, Tina	7	8	6	9	10	
3	Aubrey, Gene	6	7	5	8	6	
4	Berry, Dana	8	1	9	9	8	
5	Carrey, Fred	4	6	7	7	8	
6	Doe, Jane	9	8	2	6	9	
7	Dune, Christina	10	10	9	10	10	
8	Harvey, Tim	7	9	10	8	9	
9	Johnson, John	3	7	7	9	7	
10	Moody, Jennifer	9	6	5	7	9	
11	Piper, Alice	6	7	9	10	6	
12	Porter, Elizabeth	9	4	4	8	8	
13	Rollins, John	8	9	7	9	10	
14	Smith, Ron	8	2	8	9	7	
15	Wilson, Shane	4	9	9	7	9	
16	Zoey, Joe	9	7	10	5	10	
21	Average	7.133333	6.666667	7.133333	8.066667	8.4	

### Step 7 – Print Period 1 of your gradebook.

Your gradebook is now complete for Period 1 and ready to go should you need to add more students or another period. To Print your gradebook you will need to do a few things first. Notice if you just click the Print Preview button, your sheet will look like this:



This is difficult to read so you will want to add gridlines to the page. (If you clicked Print Preview, close it now and go back to the sheet.) There are 2 ways to get gridlines.

**Option #1** Highlight the entire Gradebook from Cell A1 – G21, next click on the Home Tab and in the Font section, click the arrow next to the square grid. This will give you many options for lines around the cells. Click on “All Borders”

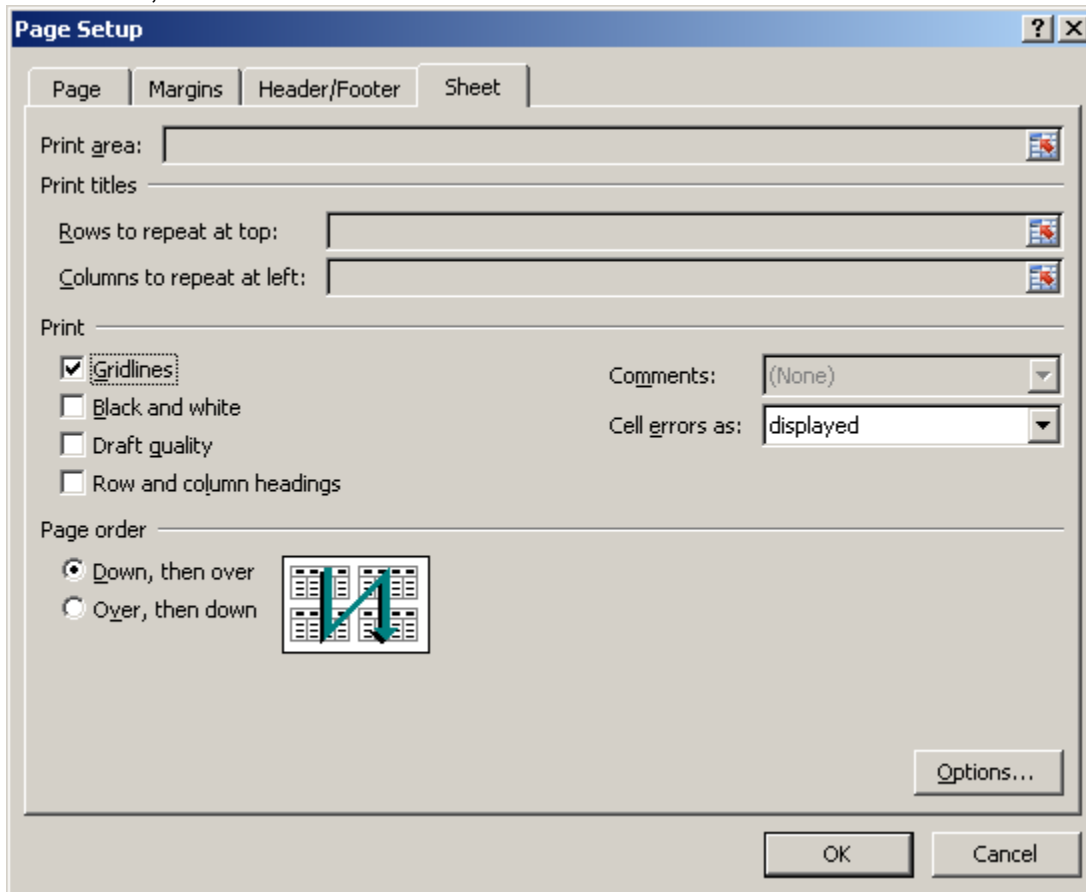
	A	B	C	D	E	F	G
1	Name	Score	Score	Score	Score	Score	Total
2	Atkins, Tina	7	8	6	9	10	40
3	Aubrey, Gene	6	7	5	8	6	32
4	Berry, Dana	8	1	9	9	8	35
5	Carrey, Fred	4	6	7	7	8	32
6	Doe, Jane	9	8	2	6	9	34
7	Dune, Christina	10	10	9	10	10	49
8	Harvey, Tim	7	9	10	8	9	43
9	Johnson, John	3	7	7	9	7	33
10	Moody, Jennifer	9	6	5	7	9	36
11	Piper, Alice	6	7	9	10	6	38
12	Porter, Elizabeth	9	4	4	8	8	33
13	Rollins, John	8	9	7	9	10	43
14	Smith, Ron	8	2	8	9	7	34
15	Wilson, Shane	4	9	9	7	9	38
16	Zoey, Joe	9	7	10	5	10	41
17							
18							
19							
20							
21	Average	7.133333	6.666667	7.133333	8.066667	8.4	37.4

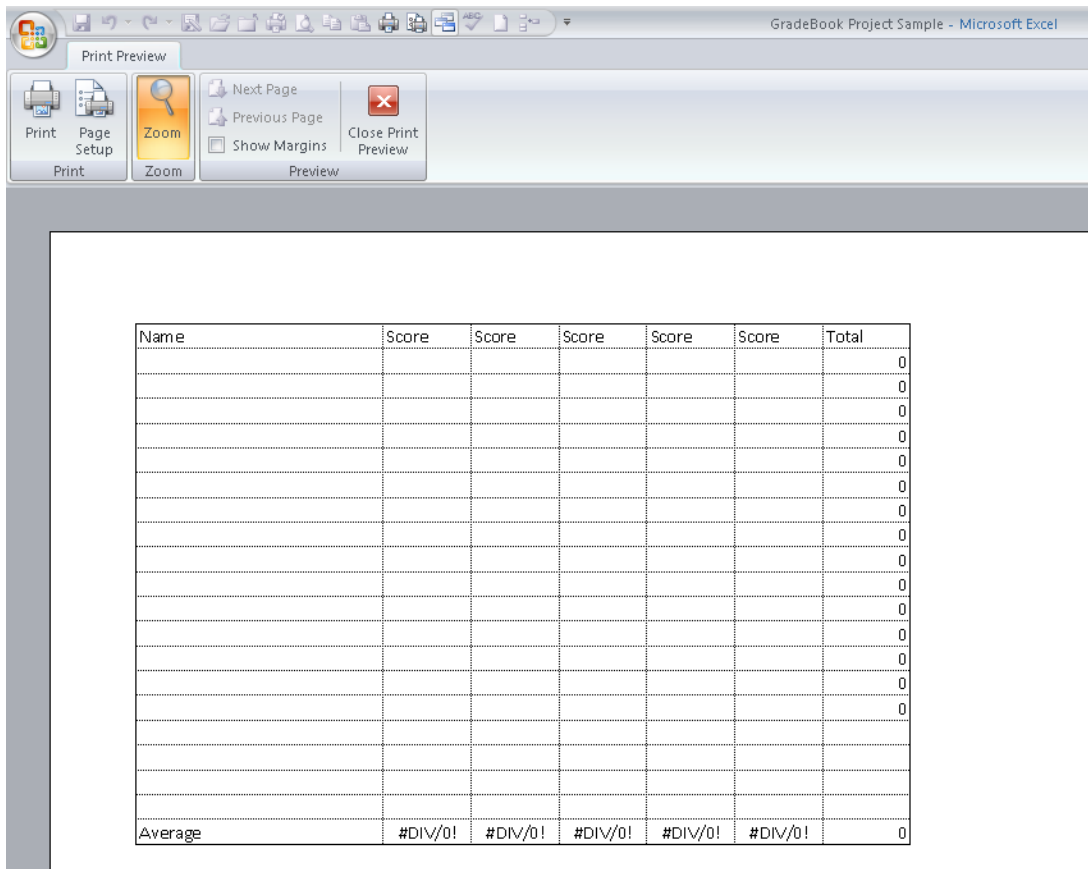
	A	B	C	D	E	F	G
1	Name	Score	Score	Score	Score	Score	Total
2	Atkins, Tina	7	8	6	9	10	40
3	Aubrey, Gene	6	7	5	8	6	32
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5	Carrey, Fred	4	6	7	7	8	32
6	Doe, Jane	9	8	2	6	9	34
7	Dune, Christina	10	10	9	10	10	49
8	Harvey, Tim	7	9	10	8	9	43
9	Johnson, John	3	7	7	9	7	33
10	Moody, Jennifer	9	6	5	7	9	36
11	Piper, Alice	6	7	9	10	6	38
12	Porter, Elizabeth	9	4	4	8	8	33
13	Rollins, John	8	9	7	9	10	43
14	Smith, Ron	8	2	8	9	7	34
15	Wilson, Shane	4	9	9	7	9	38
16	Zoey, Joe	9	7	10	5	10	41
17							
18							
19							
20							
21	Average	7.133333	6.666667	7.133333	8.066667	8.4	37.4

**Option #2** (You can do this for Period 2 but you don't need to print it.)



Click on Period 2 Sheet. Go to the Office button and click on the Print button and then click on Print Preview. On Print Preview Screen, click on Page Setup then click on the Sheet Tab, then click the Gridlines box. Click OK.





You have now completed a basic gradebook program for keeping track of scores. Check the rubric to make sure you have completed all steps.

**Gradebook Rubric**

Name:	
Teacher:	

All data is entered in the correct cells.	50	
Cells are formatted correctly.	50	
All formulas are entered in the correct cells.	50	
Names are entered with last name, first name and are alphabetical.	20	
Has Gridlines	10	
Student name appears alphabetically in the correct row.	10	
Total	200	

<b>Point Value for Grade</b>	
180-200	A
160-179	B
140-159	C
120-139	D
0-119	F