

**Microsoft Excel 2010, Project 5**

**Project Overview**

In this project, students will work with formulas and functions in Microsoft® Excel® 2010.

**Project Goals**

The goal of this project is to help students learn to work with formulas and functions in Microsoft Excel 2010. Student will learn to apply build formulas and apply functions to summarize data in a worksheet.

**Institution type:**

High School

**Skills covered**

After completing this project, students will be able to:

* Build formulas
* Copy formulas
* Use absolute and relative cell references
* Edit formulas
* Use the SUM function and AutoSum
* Insert Date functions
* Use conditional logic in a formula
* Understand basic statistical functions
* Work with three-dimensional formulas



**Student Assignment:**

You are working hard to be an honor graduate at Whitworth High School where you have just completed your junior year. In order to carefully track your progress, you have been maintaining a spreadsheet to record all your grades throughout your high school years. This spreadsheet needs to have formulas added in order to communicate the overall scores.

Open the Project5\_studentdata file in Microsoft® Excel® 2010, and complete the following:

1. Change the name of the Totals Worksheet to Overall Average.
2. Calculate the class averages in cells B7:J7 on the freshman worksheet.
3. Copy the formulas from B7:J7 on the freshman worksheet to the sophomore and junior worksheets.
4. In order to prepare for the grades to be entered for your senior year, copy the formulas from B7:J7 on the freshman worksheet to the senior worksheet as well.
5. Calculate the semester average in cells K4:K6 on the freshman worksheet.
6. Copy these formulas to the sophomore, junior and senior worksheets as well.
7. Enter the row header Year Average in cell A10.
8. Calculate the yearly average in cell B10 (average of the three semester averages) on the freshman worksheet.
9. Format cell B10 for two decimal places.
10. Copy the information from cell A10: B10 from the freshman worksheet to the sophomore, junior and senior worksheets.
11. Using three-dimensional formulas, calculate the freshman totals in cells B4:B6 for each semester on the overall average sheet.
12. Do this same calculation for the sophomore, junior and senior year averages (note: senior year will be zero).
13. Calculate the semester average in cells F4:F6 on the overall average worksheet.
14. Calculate the year average in cells B7:E7 on the overall average worksheet.
15. Enter the row heading in cell A10, Current Average.
16. Calculate the current overall average in cell B10 on the overall average worksheet using the information in cells B7:D7.
17. Format all calculations on the overall average worksheet to appear with two decimal places.
18. Save the workbook as ***LastnameProject5\_complete***.
19. Close Microsoft Excel and Submit file.