

# Excel Projects: Grade Sheets

averages

Use Excel to calculate students' grades.

Set up a table to look like the one below.

	A	B	C	D	E	F	G
1	Science Block 1, First 9 Weeks						
2							
3			<b>Grade</b>	<b>Points</b>	<b>Assign 1</b>	<b>Assign 2</b>	<b>Assign 3</b>
4	<b>Name</b>				<b>10</b>	<b>17</b>	<b>45</b>
5							
6	Laurie				8	13	41
7	Carol				10	17	45
8	Janine				5	11	32
9	Karen				7	13	36
10							

## Calculate Points for Assignments

- Click in cell D4, where you want the Points for all assignments displayed.
- Enter the formula: =SUM(E4:G4)
- The cell should display a sum of 72.

## Calculate Points Earned by Students

- Click in the cell D6, where you want Laurie's points displayed.
- Enter the formula: =SUM(E6:G6)
- Laurie's total points should equal 62.
- Use the AutoFill handle to apply the formula for the other students.

## Calculate Student Grade

The Grade equals the number of Points Earned divided by the number of Points Possible.

- Click in the cell C6, where you want Laurie's grade displayed.
- Enter the formula: =D6/\$D\$4 This tells the computer to divide the number in cell D6 by the number in cell D4. Laurie's grade should be 86%. The \$ sign make D4 absolute so when you copy the formulas down it always divides by your Points Possible.
- Use Format, Cells, Number to display the value as a percentage.
- Continue by adding the formulas to the other Grade cells.

### Use AutoSum



1. Click in the cell where you want the total to be displayed.
2. Click the AutoSum button on the toolbar.
3. Click and drag to select the cells you wish to sum.
4. Push Enter on the keyboard.

# Excel Projects: Word Search

formatting cells

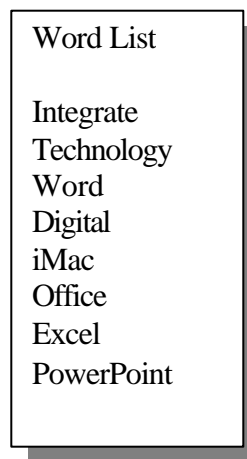
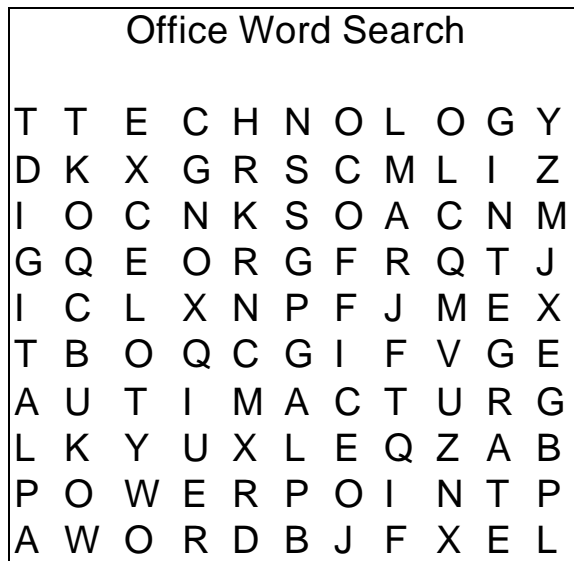
In this project, you or your students create a word search.

## Make the Puzzle

- Click and drag to select the area of the worksheet that you create your word search. 20 across by 20 down would be a good start.
- Change the Font to the desired size, large for younger students.
- In the first row, type a title for the puzzle.
- In row two, begin entering letters into each cell. Use Tab to move from one cell to the next.
- Remember to add your words into the puzzle as you create it.
- Once the entire puzzle is filled, drag and highlight it.
- From the menu, choose Format, Column, AutoFit Selection.

## Create the Word List

- Use the Drawing toolbar to create a text box..
- Type the words or definitions as clues.
- Print word search for students to use.



# Excel Projects: Calendar

Use rows and columns to create a customized calendar for your classroom. Students can create calendars to keep track of homework, tests, or activities.

## Plan

Before you begin to change the format of cells, decide how the calendar is going to be laid out. Each date box may actually be made of several rows.

## Begin

- Leave several rows empty at the top, you can put headings and the name of the month in later.
- As you highlight each row of cells, click Format, Cells... then the Border tab to create horizontal borders for the rows.
- In my example, I highlighted rows 4 through 8. On the Borders tab, I chose to have a border around the outside of my selected area.
- For vertical borders, select the column, then again select an outside border.
- Instead of going up to the menu each time, use the Borders button on the toolbar to quickly create borders.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					

## Enter Dates

- Enter dates, events, and headings in the appropriate cells. Make sure you're paying attention to what day each month begins on.
- Experiment with the formatting of each cell to get the look you want.

	A	B	C
1			
2			
3	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>
4	1	2	3
5	Basketball game 5:00		Mom's birthday
6			
7			
8			

# Excel Projects: Poster

formatting cells

Idea from <http://www.essdack.org/tips/poster.html>

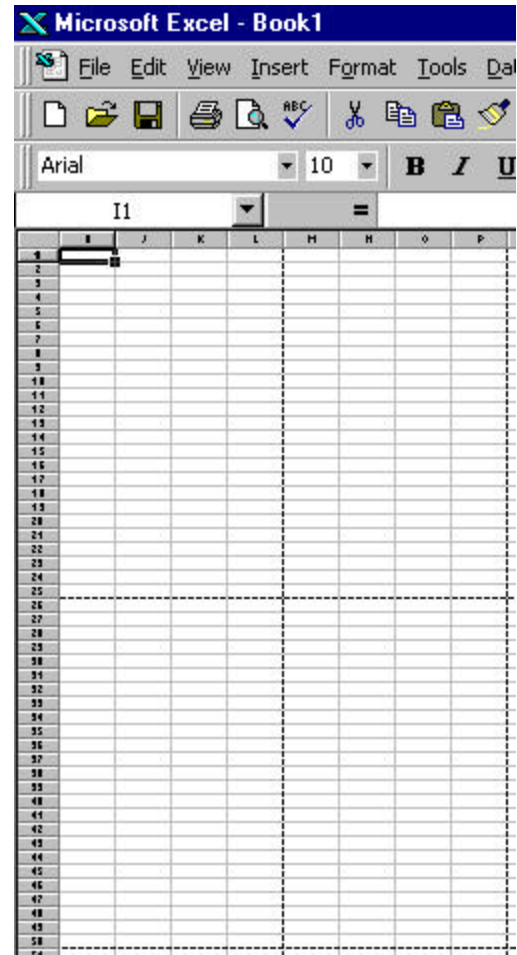
Who would of thought that great posters could be made in a spreadsheet program? It actually works quite well.

## Setup

- Open a new file.
- Choose File, Page Setup.
- On the Page tab, adjust to 200% normal size
- On the Margins tab, change all margins to 0.5
- Create the poster in the upper left 2 x 2 square

## Create

- Adjust the Zoom level so that you can see the entire poster (4 sheets)
- Use the Text Box, WordArt, drawing tools, and Clip Art to design the poster
- The poster will print on four pages
- Tape the pieces together. You may have to trim some edges.



# Excel Projects: Probability

using functions

Functions can be used to calculate any type of value, many of which are used in very specific disciplines. Sometimes it's hard to use functions with students because they can easily become quite complicated.

Simulating the tossing of dice is a simple way to examine how functions operate.

## Tossing the Die

Use the Random function to generate a random number between 1 and 6.

- Open a new spreadsheet
- In the first cell type  $=\text{INT}(\text{RAND}()*(6)+1)$   
The INT ensures that it displays only integers.  
This formula follows the pattern that if you want to generate a random real number between a and b, type  $=\text{RAND}()*(b-a)+a$

## Again and Again

Tossing it once is nice, but how about 10 times?

- Use the AutoFill handle to drag the function down to row 10.

Anybody can toss it 10 times, how about 1000?

- Use the AutoFill to drag it down. It really won't take as long as you might think. The farther down you drag your mouse, the faster it goes.

## Count the Tosses

Do you really need to count each six out of 1000 rolls? No, use the COUNTIF function.

- In cell C1 type  $=\text{COUNTIF}(A1:A1000,6)$   
This should display the number of times six occurs in the range A1 to A1000. You may want to limit the range to the first 10 cells to check to see that it's working.
- Use the same formula to calculate occurrences for numbers 1-5.

	A	B	C	D
1	3			
2	3			
3	5			
4	4			
5	3			
6	2			
7	4			
8	1			
9	4			
10	2			

## Go Farther

Divide each occurrence by 1000 to figure out what percent of the time each number came up.