Microsoft Excel: Formulas and Charts

To complete this assignment, you will need to use the "Excel Assignment Data: Formulas and Charts" Excel file provided in MyHills. Using that file, follow the instructions provided below.

Work through the instructions provided below and submit your completed assignment to the appropriate spot by the due date provided in the Course Schedule.

Assignment Instructions:
Open Excel file: lu08_excel_formulas_kindergarten_data.xlsx

1. Insert one row at the top
    a. In cell A1, type: Kindergarten Grade Report
    b. Merge and Center columns A1:I1
    c. Bold the text
    d. Apply a fill color (of your choice) to that cell

2. Use AutoSum to calculate the total points (in column F) for each student, as well as the totals for each subject, and the Total Points column (in row 22).

3. Enter a formula (H3:H21) to calculate the student's grade percentage (total points divided by points possible) and format cells as a percentage

4. Determine whether the student passed or failed using the 'IF' function
    a. Select cell 'I3'
    b. Logical test: H3>69%
    c. Value if true: PASS
    d. Value if false: FAIL
    e. Use the fill handle to complete the column
    f. Check to see if the function formula worked

5. Use the AutoSum drop-down to calculate the Maximum, Minimum, and Average scores, for each subject and the Total Points column. Be sure there are zero places to the right of the decimal.

6. Apply "All Borders" to cells A1:I25.

7. Set page orientation to landscape.

8. Apply a "Bottom Double Border" to cells A21:F21 (above the Totals row)

9. Insert a header with your name (then return to Normal View).

10. Freeze row two by freezing panes in row three (be sure you are in Normal View).

11. Sort alphabetically by Name: Ascending to Descending
    (Be careful not to include the Totals, Maximum, Minimum, and Average rows.
    Also, be sure all of the grades remain connected to their corresponding students.)

12. Rename the worksheet to "Gradebook"

13. Adjust column widths as necessary

14. Create a column chart for Jaxon's scores by subject (Not total or percentage)
    a. Be sure to include the column and row headings
    b. Change the chart color to match the cell color you chose in the top row
    c. Move the chart to a new sheet
    d. Rename the new worksheet: Jaxon

15. Save your completed Excel file as your last name in all lowercase letters.
    (For example, Janet Learner would save her file as "learner.xlsx") Attach your completed file to
    the appropriate spot in MyHills and **submit by the due date provided in the Course Schedule**.