

# 10

## Quiz Scores

### New Skills

1. Add numbers in a spreadsheet using a formula.
2. Use the AutoFill feature to complete formulas.
3. Display formulas in a spreadsheet.

### Activity Overview

Spreadsheets are a valuable tool to assist teachers in calculating grades. Formulas keyed into the spreadsheet perform calculations that in the past were tediously done either on calculators or by hand. This technology affords teachers more time for lesson preparation.

The following activity illustrates how spreadsheets can be used by teachers to list students and their respective quiz scores to calculate total points scored out of a possible number of points and then alphabetize the names.

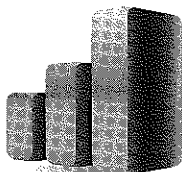
### Instructions

1. Create a NEW spreadsheet
- ★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Bold cells A2 and A6.
4. Bold and underline row 9.
5. Format the width of columns A and B to 15.0 and left align.
6. Format the width of columns C – F to 12.0 and center align.
7. In cell F10, type the formula =C10+D10+E10
8. There is no need to type the formulas for the remaining cells in column F. Instead, use the AutoFill feature to quickly calculate the totals for the remaining cells. To do this, select cell F10, click the bottom right-hand corner of cell F10 until the mouse pointer changes to a "+" sign. Now drag the mouse pointer down to cell F43 and release the mouse button. Cells F10 – F43 should now contain the correct formulas.
9. Alphabetize the students by their last names. To do this, select cells A10 – F43 and sort in ascending order (A-Z). Use the column labeled "LAST" to sort by.
10. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
11. Carefully proofread your work for accuracy.
12. Save the spreadsheet as QUIZ SCORES.
13. Analyze the changes made to the data in the spreadsheet.
14. Set the Print Area to include all cells containing data in the spreadsheet.
15. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
16. Print a copy of the spreadsheet if required by your instructor.
- ★ *Note: Average, Maximum, and Minimum will be completed in Activity 11.*

NEW SKILL

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# Quiz Scores

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INPUT DATA

	A	B	C	D	E	F
1	Activity 10 Student Name					
2	George K. Brent High School					
3	3993 Kingston Boulevard					
4	Trenton, NJ 08601					
5						
6	Grade Sheet: Social Studies - Period 5					
7	Teacher: Ms. Yasmine Sanchez					
8						
9	LAST	FIRST	QUIZ 1	QUIZ 2	QUIZ 3	TOTAL
10	Waterhouse	Brittany	99	90	85	
11	Welker	Christopher	76	72	68	
12	White	Betsy	94	90	88	
13	Weinstein	Deborah	71	80	83	
14	Morel	Roger	92	90	99	
15	Monterroso	Carlos	60	71	82	
16	Lu	Lucy	100	95	88	
17	Lucas	Andre	72	80	91	
18	Lombardi	Angelo	80	78	72	
19	Longo	James	88	86	90	
20	Ixcuna	Juanita	71	82	88	
21	Giampa	Frank	96	84	88	
22	Glidden	Walter	70	75	80	
23	Glasser	Stephen	96	89	91	
24	Fernandez	Joao	78	71	80	
25	Pan	Chantou	92	99	100	
26	Devlin	Donna	81	80	84	
27	Derrick	Jason	69	75	81	
28	Correia	Jose	80	88	84	
29	Bueno	Pedro	100	98	94	
30	Bucklin	Fred	60	72	68	
31	Brazil	Richard	84	92	89	
32	Branchini	Alvaro	91	100	98	
33	Bowers	Francis	74	79	82	
34	Blain	Edward	60	68	75	
35	Cody	Vanessa	87	91	89	
36	Cohen	Paula	95	99	90	
37	Furness	Louise	62	72	69	
38	Francois	Marie	92	100	99	
39	Knecht	Benjamin	88	96	82	
40	Melville	Jennifer	77	81	89	
41	Meeks	Sharyn	80	84	78	
42	Zorral	Pablo	99	90	96	
43	Zuber	John	98	88	90	
44						
45						
46						
47	AVERAGE					
48	MAXIMUM					
49	MINIMUM					
50						
51	Note: Each quiz is based on 100 points. Total possible points = 300.					