

Unit 4: Working with Numbers & Formulas

Math Quiz Grades

Formulas Made Easy

New Skills

- Using Auto Fill
- Using Copy Formulas
- Using Paste Formulas

Lesson Overview

Your math teacher still records her grades by hand and she is looking for an easier way to track quiz grade points. As you know there is an easier way using Excel, you decide to create a sample worksheet to explain to her how this can be done.

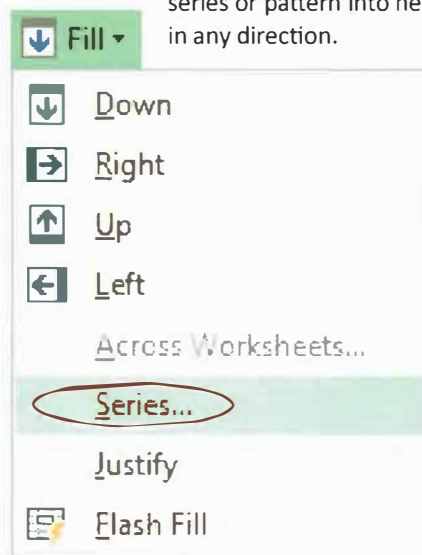
In this lesson, you will create a new worksheet containing student quiz grade information. As the formula information will be repeated many times, you will learn to save time by copying and pasting the formula rather than typing the same formula repeatedly.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

Auto Fill:

Use this drop-down menu to continue a series or pattern into neighboring cells in any direction.



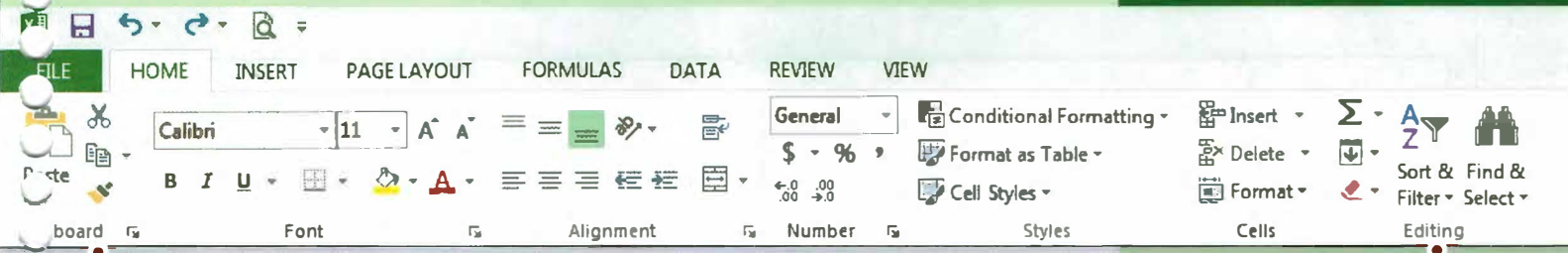
Copy Formulas:

Use this drop-down menu to select how you want to copy the selection.

Paste Formulas:

Use this drop-down menu to select a paste option.






7.

Instructions

1. Using Microsoft Excel 2016, create a new Blank workbook.
2. Save the file as *Math Quiz Grades* in your **Documents** folder.
3. Key the data as shown in 4.5 Source Doc. A.
 Ⓡ Note: Unless otherwise noted, resize the column widths to fit cell contents.
4. Make the following formatting changes:
 - a. Change the orientation to Landscape
 - b. Insert a blank row before row 4
 - c. Merge and center cells A1 through G1
 - d. Change the font size of row 1 to 16
 - e. Bold row 3
 - f. Right align cells D3 through G3
 - g. Center align column A
5. Insert a formula in cell G5 that adds the Quiz 1, Quiz 2 and Quiz 3 grades.

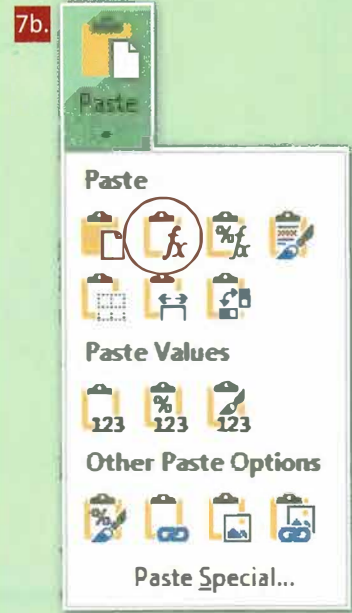
6. From the **HOME** tab, **Editing** group, do the following:
 - a. Select cells A5 through A19
 - b. From the **Fill** drop-down menu, select **Series**, then click **AutoFill**, then click OK
 - c. Italicize cells A5 through A19

7. From the **HOME** tab, **Clipboard** group, do the following:

- a. Select cell G5 and choose **Copy** 
- b. Select cells G6 through G19 and choose **Paste Formulas** from the **Paste** drop-down menu

8. Proofread your work for accuracy and format, then resave the file.
9. Select all cells containing data and Print Preview your worksheet.
10. Your worksheet should look similar to 4.5 Source Doc. B.
11. save your document and upload to "student upload."

6.



4.5 Source Doc. A

	A	B	C	D	E	F	G
1	Math Quiz Grades						
2							
3	Student Number	Last Name	First Name	Quiz 1	Quiz 2	Quiz 3	Total Quiz Points
4	1	White	Amanda	25	24	25	
5	2	Bucklin	Brian	20	22	24	
6		Cohen	Morgan	23	23	22	
7		Johnson	Kyle	18	22	22	
8		Smith	Melissa	19	20	24	
9		Jones	Joseph	24	25	23	
10		Brown	Drew	22	22	18	
11		Brady	Elizabeth	17	19	21	
12		Wilson	Matthew	18	23	24	
13		Carter	Katherine	25	25	25	
14		Nichols	Alex	15	18	19	
15		Wong	Michael	22	24	20	
16		Foster	David	19	19	22	
17		Davis	Sarah	23	25	20	
18		James	John	15	14	20	

Math Quiz Grades

Student Number	Last Name	First Name	Quiz 1	Quiz 2	Quiz 3	Total Quiz Points
1	White	Amanda	25	24	25	74
2	Bucklin	Brian	20	22	24	66
3	Cohen	Morgan	23	23	22	68
4	Johnson	Kyle	18	22	22	62
5	Smith	Melissa	19	20	24	63
6	Jones	Joseph	24	25	23	72
7	Brown	Drew	22	22	18	62
8	Brady	Elizabeth	17	19	21	57
9	Wilson	Matthew	18	23	24	65
10	Carter	Katherine	25	25	25	75
11	Nichols	Alex	15	18	19	52
12	Wong	Michael	22	24	20	66
13	Foster	David	19	19	22	60
14	Davis	Sarah	23	25	20	68
15	James	John	15	14	20	49