

RHP Computer Applications

13-1 Building a Worksheet



Pretend you are a teacher who has collected grades during a 3 week period. Design a worksheet, enter the names of the students, the assignment names and grades (as shown in the table below).

For each student, calculate their grade by adding up the student's total points and dividing by the total points possible (do this on the right of each row).

For each assignment, calculate the minimum, maximum and average score at the bottom of each column (you may have to use the online help in Excel for this).

You will also need to make a chart of the students' final score. Make sure the graph is labeled correctly.

Finally, you need to email me at rhp@denovodental.com!. In the subject of your message, enter **Compapp 13-1 lastname**. Attach the worksheet file to the message and send it to me.

Here is the data to be used for the assignment:

Name	Fun with darts	Balloon Popping	Test #1	Fun with Scissors	Test #2	Fun with Needles	Test #3	Fun with Fun	Final	Total Points
Points Possible	25	20	30	25	30	25	30	20	100	Put formula here
Joe Blowers	22	18	28	22	30	25	30	19	85	Put formula here
Jane Cook	18	17	25	21	30	24	30	19	86	Put formula here
Jim Dream	16	17	27	18	29	25	30	18	94	Put formula here
Jill Ertmal	25	18	22	15	30	24	25	17	72	Put formula here
Jack Fram	3	20	29	18	30	24	26	18	80	Put formula here
Jean Green	22	18	21	19	25	23	30	19	83	Put formula here
Jeff Huffy	18	15	25	21	26	22	30	15	75	Put formula here
Jackie Ich	22	16	25	22	30	20	30	20	79	Put formula here
Minimum	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	
Maximum	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	
Average	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	Put formula here	

Put minimum, maximum and average formulas on the bottom of each column.

Place students' total points and percentage grade to the right of each row.

Good luck!!!