

Name _____

Excel Session 4 Project

Calculations with Formulas and Functions

You will create a gradebook with the information below. Gather 5 names of your classmates and their email addresses. Fill out the rest of the spreadsheet using functions!

Use Text Functions (5 Pts each)

- _____ Use the UPPER Function
- _____ Use the LOWER Function
- _____ Use the PROPER Function
- _____ Use the CONCATENATE Function
- _____ Use the LEFT Function
- _____ Use the MID Function
- _____ Use the RIGHT Function

Use Basic Formulas and Functions (5 Pts each)

- _____ Use the AVERAGE Functions
- _____ Use the COUNT Functions
- _____ Use the SUM Functions
- _____ Use the MIN and MAX Functions
- _____ Use a Basic Formula Across Worksheets

Use Conditional Functions (5 Pts each)

- _____ Use the IF Function
- _____ Use the COUNTIF Function

Prepare Files for Distribution (5 Pts each)

- _____ Email/share the entire workbook
- _____ Please save the file In the following format: YourName_ExcelSession4Project

Content and Design (25 Pts)

Deductions

Sheet 1

First Name

Harry

Last Name	Upper	Lower
Proper	Concatenate	
Email	Left	Mid
Right		
Potter	HARRY	potter
Potter	Harry	Potter
19hpotter@hstigers.com	19	hpotter
@hstigers.com		

(Hint: You will have to change the # of letters for the Mid function to work properly)

Sheet 2

Student Name	Test 1	Test 2	Test 3	Test 4	Test 5	Average	Count	Sum
Student 1								
Student 2								
Student 3								
Student 4								
Student 5								
Max of all Tests								
Min of all Tests								

(Note: Please use grades between 80 and 100)

Sheet 3

Student Name	Average	IF (Letter grade)
Student 1		
Student 2		
Student 3		
Student 4		
Student 5		

How many: (Use COUNTIF to tally)

A

B
C
D
F