

Intro To Computers Excel #9 – Chemistry

Objective: Help a professor calculate final grades for a course. You will need to use weighted scoring for this. Suppose a student received the following grades:

Exam 1: 84
Exam 2: 80
Exam 3: 83
Final Exam: 72

The professor wants the final exam to be 40% of the student's grade, while the other exams will each count for 20% of the student's final grade. To calculate the final grade, the weighted average would be found as follows:

$$84 * 0.2 + 80 * 0.2 + 83 * 0.2 + 72 * 0.4 = 78.2$$

The professor already has the grades and how the exams are to be weighted.

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_9* using your first and last name.
2. Download the *excel_9.zip* file from <http://www.missblomeyer.com>. Copy *Chemistry.xlsx* and put it in your *first_last_excel_9* folder. Delete *excel_9.zip*.
3. Open *Chemistry.xlsx* and make the following changes:
 - a. In cell F17, enter a formula to calculate the weighted average of the first student's four exams. Use the weights found in the range C8:C11 matching each weight with a corresponding exam score. Use **absolute cell references** for the four weights.
 - b. In cell B5, enter a formula to count the number of final scores in the range F17:F52. Hint: use the COUNT function.
 - c. In cell D8, use the MEDIAN function to calculate the median score of the **first** exam. (Which column is this in?)
 - d. In cell E8, calculate the maximum score for the **first** exam.
 - e. In cell F8, calculate the minimum score for the **first** exam.
 - f. In cell G8, calculate the range of scores for the **first** exam. The range is equal to the difference between the maximum and minimum score.
 - g. Repeat steps c, d, e and g to calculate the median, maximum, minimum and range values for each of Exam 2, Exam 3, the Final Exam, and the overall weighted average.
 - h. Use conditional formatting to highlight the top 10 scores in the range F17:F52 in a light red fill with dark red text.
 - i. Add a print header. In the upper left, enter *Prepared by First Last* using your first and last names. In the upper right, enter *Period n*, where n is the period you have this class.
 - j. Make sure that the page prints on a single page.
 - k. Set the zoom level of the workbook to 70%
 - l. The professor has changed her mind about how much each exam should be worth. Change the weight of Exam 1 to 15% and the weight of Exam 3 to 25%.
 - m. Make sure that the spreadsheet is in normal view, and put the cursor in cell A1.

- n. Print the document. Place your printout in the turn-in basket.
 - o. Save the *Chemistry.xlsx* file, exit out of Excel.
4. Zip your *first_last_excel_9* folder. Turn in your *first_last_excel_9.zip* file.