

**CIS 150/901 –Excel Project – Spring, 2010**

**DUE DATE: May 1, 2010**

You are to act as an instructor and set up a spreadsheet to calculate grades for your three classes. You set up a template that can be used for all three classes. **A template is a spreadsheet with labels, formulas, and charts predefined, a framework for the collection of data.** You also want to create a “consolidated” worksheet that compares the various averages for all three of your classes and evaluates your overall class performances. Your workbook will contain a total of 5 worksheets: a copy of the template, worksheets for each of the 3 classes, and a consolidated worksheet. Use the following information to create your workbook.

**Creating the Worksheets**

- 1) Create the template worksheet using the format shown on page 4 of this project. Name this worksheet “Template”. Save the workbook with the file name: “yourLastName\_ExcelProject\_Sp10”.
- 2) Make 3 copies of the template within the workbook. Name these worksheets “Section 101”, “Section 102”, and “Section 103”.
- 3) On each class worksheet customize the title in row A to show the Section number instead of the xxx.
- 4) Enter the following data into the 3 course worksheets:

Student Name	Student Number	Test 1	Test 2	Test 3	Project 1	Project 2	Lab/Part Avg
<b>Section 101</b>							
Davis, Samuel	J00123188	89	97	80	90	80	100
Fisher, Marcus	J00976877	75	95	100	90	85	89
Givens, Courtney	J00343412	85	80	68	90	78	65
Helms, Matt	J00453441	82	95	98	100	96	90
Miller, James	J00432112	80	56	0	88	74	50
Smith, Rod	J00456768	90	74	80	78	95	76
<b>Section 102</b>							
Adams, Ben	J00876799	70	80	78	85	80	25
Cutter, Nicole	J00567453	90	98	96	100	100	80
Jones, Mary	J00589768	100	99	96	100	98	100
Nguyen, Lan	J00987123	60	55	70	75	70	50
Parks, Jonathan	J00564767	88	86	80	90	95	98
Roberts, Sue	J00879265	75	78	85	90	95	80
<b>Section 103</b>							
Byrd, Peter	J00309877	88	78	90	80	90	75
Johnson, Patrice	J00356234	92	98	96	98	96	99
Keys, Brooke	J00256009	80	86	0	90	0	50
Peterson, Kate	J00344887	98	92	90	100	98	99
Thomas, George	J00213214	70	72	70	80	88	90
White, Rebecca	J00342453	98	86	96	98	100	95

- 5) Create a Consolidated worksheet as shown on page 4. Name it “Consolidated”.
- 6) Using the **Paste Link** feature, copy each class’s averages from the appropriate cells in row 11 into the associated cells of the Consolidated worksheet. This will create a 3-D cell reference when done correctly.

**Adding Charts:** All charts are to be embedded onto the worksheet they are associated with.

- 7) On the Section 102 Worksheet, insert a Cluster Column Chart that includes all students tests grades (C5:E10) along with their Project Avg and Lab/Part Avg (H5:I10). Use the Layout 3 style. Make sure the title, legend, and column labels are meaningful.
- 8) For the Section 103 Worksheet, compare the test grades only (C5:E10) by creating a 2-D Stacked Line chart with Markers. Use the Layout 9 style. Be sure to use meaningful labels for the Title, Legend, and Horizontal Axis.
- 9) On the Consolidated Worksheet, create a 3-D Exploded Pie Chart showing the Final Course Grade Avg (G5:G7). Use the Layout 6 style. Make the Title and Legend meaningful.

**Formatting Notes:**

- 10) Make sure all of your worksheets are in Landscape orientation.
- 11) Each worksheet should display gridlines and row/column headings.
- 12) Format all calculated average values to display 1 decimal place. This includes the 3-D cell references made to the Consolidated worksheet.
- 13) Include a custom header on all worksheet to include your name and Jag number on the left, CIS 150 Excel Project in the middle section and the due date to the right.
- 14) Include a footer, centered, on all worksheets that includes the page number and total number of pages. Include the 3 course worksheets along with the Consolidated in the total page count. The templates will print Page 1 of 1.
- 15) Don't forget to include the borders as indicated on the template. This project uses the "Top and Double Bottom Border".

**OLE:**

- 16) Since a new testing method had been used this semester, once the grades were calculated, you write a memo to the Dean to give him a sampling of how the test scores came out. In MS/Word, create a memo as shown on page 5. This memo was created using the "Contemporary" design which is found under installed templates. The chart must be LINKED into the memo so it will be updated if changes to the data occur.

**Printing out:**

- 17) Print out the Template worksheet making sure the *formulas* are displayed.
- 18) Print all of the other 4 worksheets with the *formulas* being displayed.
- 19) Display the data in the worksheets and print the 3 course worksheets and the consolidate worksheet - be sure each worksheets prints on one page and displays the results.
- 20) Print the memo to the dean with the linked chart included.

**You should have 9 worksheet printouts at this point in the project plus a copy of the memo.**

**SAVE** the Workbook at this point then using Windows Explorer, **make a copy** of the workbook with the original data. Rename the copy to be "yourLastName\_ExcelProject\_Sp10\_OriginalValues". Warning: using SAVE AS to create this copy, changes your linked chart in the memo, so DON'T use this method here.

- 21) After you had submitted your grade, some students ask for the opportunity to make-up missed work. Make the following updates to the worksheets.
  - a. Change the title field for all four data worksheets (not the template) by appending the word "**Modified**".
  - b. In Worksheet Section 101, change the Test 3 grade for Samuel Davis to a 70.
  - c. In Worksheet Section 102, change Jonathan Parks' Lab/Part Avg grade to a 75.
  - d. For Brooke Keys on Worksheet, Section 103, change the Test 3 grade to an 84, the Project 2 grade to an 80 and the Lab/Part Avg to a 70.
- 22) Verify that the chart in the memo to the dean is updated to show the change. Print the memo again.
- 23) Reprint all three of the course worksheets along with the Consolidated displaying the updated results (not formulas).

**This should bring the total number of worksheets printed to 13 plus 2 copies of the memo.** Make sure the chart on the memo reflects the changes in the data. Place the printouts in the order they were printed when you turn them in.

**Finishing up:**

- 24) Don't forget to add the Additional Enhancements of your choice. A maximum of 5 points can be earned from formatting enhancements. At least 10 points have to demonstrate "Excel specific" features. Formatting Enhancement features would include, but are not limited to:
- Font changes (size, style, color, etc)
  - Character enhancements (Bold, Underline, Italics, etc)
  - Clipart, pictures, WordArt
- Ideas for Excel Specific Enhancements include:
- Extra (relevant) worksheets
  - Additions to current worksheets
  - Additional (relevant) charts
  - Additional formulas (use appropriately)
  - Extra Excel features not covered by this assignment.
- 24) The project workbook should be completed in a **single Excel workbook with multiple worksheets**. All items to be graded should be labeled and marked with a highlighter.
- 25) Submitting the Printed Copy of the Project: At the beginning of class, submit the printed/highlighted/labeled copy of the project along with the check sheet in a manila envelope with a clasp at the top.
- 26) Submitting the Electronic Copy of the Project: An electronic copy of the project should be submitted to the "CIS 150 -Word Project DropBox" via MyITLab **before** class time on the scheduled due date. You will submit an electronic copy of your letter file (the Word file), and both copies of your Excel workbook (Note: Go under My Profile in MyITLab and set your time zone to Central to be sure the right time stamp is shown). All assignments may be electronically checked for plagiarism
- 27) All projects are due at the beginning of the class on the due date. **Come to class prepared.**

Template for Individual Class Worksheets:

	A	B	C	D	E	F	G	H	I	J
1	CIS 101 - Section xxx									
2	Spring, 2010									
3										
4	Student Name	Student Number	Test 1	Test 2	Test 3	Project 1	Project 2	Project Avg.	Lab/Part Avg.	Final Course Grade
5								=AVERAGE(F5:G5)		=(C5*20%)+(D5*20%)+(E5*20%)+(H5*15%)+(I5*25%)
6								=AVERAGE(F6:G6)		=(C6*20%)+(D6*20%)+(E6*20%)+(H6*15%)+(I6*25%)
7								=AVERAGE(F7:G7)		=(C7*20%)+(D7*20%)+(E7*20%)+(H7*15%)+(I7*25%)
8								=AVERAGE(F8:G8)		=(C8*20%)+(D8*20%)+(E8*20%)+(H8*15%)+(I8*25%)
9								=AVERAGE(F9:G9)		=(C9*20%)+(D9*20%)+(E9*20%)+(H9*15%)+(I9*25%)
10								=AVERAGE(F10:G10)		=(C10*20%)+(D10*20%)+(E10*20%)+(H10*15%)+(I10*25%)
11	Avg Score		=AVERAGE(C5:C10)	=AVERAGE(D5:D10)	=AVERAGE(E5:E10)	=AVERAGE(F5:F10)	=AVERAGE(G5:G10)	=AVERAGE(H5:H10)	=AVERAGE(I5:I10)	=AVERAGE(J5:J10)
12	Highest Score		=MAX(C5:C10)	=MAX(D5:D10)	=MAX(E5:E10)	=MAX(F5:F10)	=MAX(G5:G10)	=MAX(H5:H10)	=MAX(I5:I10)	=MAX(J5:J10)
13	Lowest Score		=MIN(C5:C10)	=MIN(D5:D10)	=MIN(E5:E10)	=MIN(F5:F10)	=MIN(G5:G10)	=MIN(H5:H10)	=MIN(I5:I10)	=MIN(J5:J10)

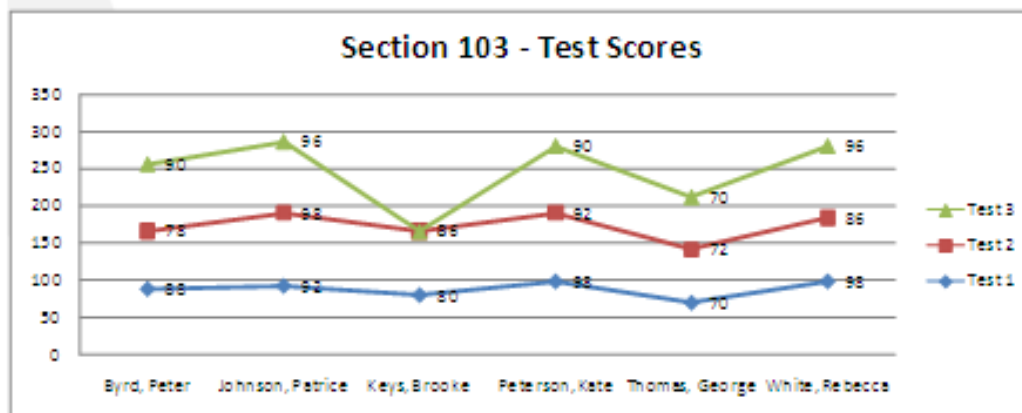
Template for Consolidated Worksheet:

	A	B	C	D	E	F	G
1	CIS 101 - Consolidated						
2	Spring, 2010						
3							
4	Course/Section	Test 1 Avg	Test 2 Avg	Test 3 Avg	Project Avg.	Lab/Part Avg.	Final Course Grade Avg
5	Section 101						
6	Section 102						
7	Section 103						
8	Overall Averages	=AVERAGE(B5:B7)	=AVERAGE(C5:C7)	=AVERAGE(D5:D7)	=AVERAGE(E5:E7)	=AVERAGE(F5:F7)	=AVERAGE(G5:G7)
9	Highest Section Avg	=MAX(B5:B7)	=MAX(C5:C7)	=MAX(D5:D7)	=MAX(E5:E7)	=MAX(F5:F7)	=MAX(G5:G7)
10	Lowest Section Avg	=MIN(B5:B7)	=MIN(C5:C7)	=MIN(D5:D7)	=MIN(E5:E7)	=MIN(F5:F7)	=MIN(G5:G7)

# Memorandum

To: Dr. Alec Yasinsac  
CC: [You may leave this blank]  
From: [Your name goes here]  
Date: 5/10/2009 [use correct project due date here]  
Re: CIS 101 – Test Scores

After using the new Testing method this semester, it appears my student's test scores have improve on average. the chart below shows the scores for my Monday/Wednesday/Friday class. overall, they did very well. I think our decision to change testing methods has proven to be the right one.



CIS 150 – Excel Project  
Spring 2010 – Check sheet

Worksheets:

- \_\_\_\_\_ Template (must display formulas) – 10 points
- \_\_\_\_\_ Section 101 Worksheet – 5 pts
- \_\_\_\_\_ Section 102 Worksheet – 5 pts
- \_\_\_\_\_ Section 103 Worksheet – 5 pts
- \_\_\_\_\_ Consolidated Worksheet – 10 pts

Charts:

- \_\_\_\_\_ Cluster Column Chart (Section 102 worksheet) – 6 pts
- \_\_\_\_\_ 2-D Stacked Line Chart with Markers (Section 103 worksheet) - 6 pts
- \_\_\_\_\_ 3-D Exploded Pie Chart (Consolidated worksheet) – 6 pts

Memo:

- \_\_\_\_\_ Contemporary Memo with Link chart linked in – 10 pts

Details:

- \_\_\_\_\_ Proper setup – landscape, gridlines, row/column headings, page order – 8 pts
- \_\_\_\_\_ Header – 2 pts
- \_\_\_\_\_ Footer (with correct page numbering) – 3 pts
- \_\_\_\_\_ Proper modifications & reprinting of worksheets and memo – 5 pts
- \_\_\_\_\_ Proper files and filenames submitted – 4 pts

Individual Effort: (15 points)

- \_\_\_\_\_ Creative additions to the workbook  
Maximum of 5 points given from formatting features.

Total Points: \_\_\_\_\_

(Be aware overall points may be deducted for errors not listed above; i.e. late projects, unlabeled CDs, missing printouts, etc)

Other Deductions: \_\_\_\_\_

**Final Grade:** \_\_\_\_\_