

Personal Computer Skills Course Grades Project Directions

Directions: Follow the steps below to complete the project.

1. Open the spreadsheet titled course grades on the desktop. Save as P_Course grades_lastname.
2. Change the properties of the spreadsheet with your name, period, and worksheet title.
3. Determine the number of students taking the examination (COUNT) by entering a function formula in B26.
4. Determine the average exam grade by entering a function formula in B27.
5. Determine the highest exam grade by entering a function formula in B28.
6. Determine the lowest exam grade by entering a function formula in B29.
7. Determine the standard deviation of the exam grades by entering a function formula in B30.
8. Format cells B26 and B30 for numbers with one digit to the right of the decimal.
9. Merge and Center the Title over the spreadsheet (only those cells with data in them).
10. Add the Heading 2 Cell Style to the worksheet title.
11. Change the worksheet theme to the Urban Theme.
12. Bold the Range A26:B30. Change the font color of A26:B30 to indigo accent one.
13. Delete the extra border in cells C25 and D25.
14. Widen columns as necessary for all information to fit (including the title).
15. Save and upload the worksheet to the drop box when finished.