**Spreadsheet Project**

* **Short Description--**Spreadsheets are useful for many other things besides financial tasks, such as progress reports and for keeping track of descriptive data. For this assignment, you will create at least one table and an accompanying graphic visual that will help you write functions and learn simple programming techniques using advanced spreadsheet software features.
* **Requirements**
	1. **General—**Create a file in a spreadsheet program that describes a grading system for a class.’
	2. **Technology Features – Your results will include:**
		1. One spreadsheet workbook file with three separate, appropriately labeled worksheets
		2. Tables, a graph, and a list of descriptive statistics
		3. The correct values in each cell, which are important and will be graded
		4. Appropriate content, appropriate axis scaling, and clear labeling, which will be graded
	3. **Content—**You should form a table on a worksheet titled “class list” that includes the names and test scores of your students. You have seven students in your class, and their names are: Allen, Borlin, Catlin, Dorsey, Eugene, Finneran, and Greco. Their scores on the first three tests are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Test 1** | **Test 2** | **Test 3** |
| *Allen* | 89 | 78 | 89 |
| *Borlin* | 67 | 56 | 66 |
| *Catlin* | 78 | 76 | 76 |
| *Dorsey* | 56 | 34 | 45 |
| *Eugene* | 26 | 100 | 99 |
| *Finerran* | 99 | 98 | 97 |
| *Greco* | 78 | 87 | 88 |

* Using a spreadsheet function, show each student’s average in an additional column labeled “Average.”
* Using a spreadsheet function, show each student’s rounded average in an additional column labeled “Rounded Average.”
1. If a student’s rounded average is above “95”, he/she has received “honors” in the class. In an additional column titled “Honors,” insert a function that will return the word “Yes” if they have received honors, otherwise would return the word “No.”
2. If a student’s rounded average is 90 or greater, they receive an “A.” Between 80 and 90 is a “B,” between 70 and 80 is a “C,” between 60 and 70 is a “D,” and lower than 60 is an “F.” Somewhere on your sheet, enter this information in cells. Create an additional column titled “Grade” and insert a nested IF function that returns the appropriate grade for each student. Use an absolute cell references in your nested IF function to indicate cut-off points between grades. Hint: You will need to place the “cut-off grade” values in cells somewhere on your worksheet.
* Below your table, create a graph showing the students’ rounded averages. Be sure to include appropriate labeling and spacing so that the graph is non-repetitive and the scale is appropriate. Hint: A score of 100 is the highest possible.
* Insert a new worksheet. Use the Goal Seek feature to find the value that Eugene needed on Test 1 to earn honors for the course. Show your work by displaying an updated table. Title the worksheet “Eugene’s dream.” Hint: Do not worry about rounding Eugene’s new “score” for Test 1. If done properly, the rest of your table should update accordingly.
* From the data on your “class list” worksheet, provide the Descriptive Statistics of your students’ rounded averages. For the output, create a new worksheet and choose to display “summary statistics.” Rename this worksheet “Descriptive Statistics.”
* **Assignment Description**: You will be developing a spreadsheet that is going to keep track of the payroll for your company – you get to pick the name. There will be four worksheets to your assignment – first is the calculation of the payroll, the second and third are graphical representation of your calculations from the first worksheet, and the fourth sheet will be used for a what-if analysis.
* **Assignment Details:** Overall Document
* Margins should be set at .5 for left and right and .75 for top and bottom.
1. Page orientation should be Landscape.
2. Page Footer
3. Left – Current as of (date) at (time) – regular 12 pt. Times New Roman – use icons
4. Right – spreadsheet name/worksheet name – regular 12 pt. Times New Roman – use icons
5. Page Header – center company name – bold 16 pt. Times New Roman
6. Sheet – spreadsheet should be printed with gridlines.

Save document as Payroll in your spreadsheet/Project folder