

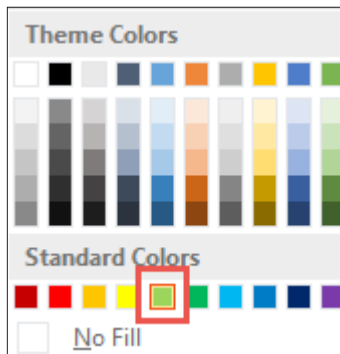
Excel Project Grader Instructions

PROJECT GRADER: E1-P1

Golden Eagle University: The Student Incentive Tracker

As the Dean of Student Recognition for Golden Eagle University, one of the most successful nonprofit universities in the country, it's your job to keep careful track of student progress in order to recognize and reward deserving students. Every day, you receive numerous reports from campus faculty detailing student progress and performance. You use this data to track which students are deserving of rewards provided by the campus as incentives. In this project, you'll insert the date and new information you've received into your Student Incentive Tracker worksheet.

1. Download and open the Project Grader starting file **E1_P1_Start**.
2. Enter the date **1/15/2017** in **cell C3**.
3. Apply **Center Alignment** to **cell C5** (the cell containing "Averages").
4. Apply the **Light Green Fill Color** (fifth color in the Standard Colors row) to the **range A6:H6**.



5. Enter the following grades for the first five students in **column H** (the Today column):
 - Student 1001: **88**
 - Student 1002: **67**
 - Student 1004: **95**
 - Student 1005: **82**
 - Student 1009: **83**
6. Save the file as: **E1_P1_Submission**

Golden Eagle University: Student Incentive Calculations

With new information entered into the Student Incentive Tracker worksheet, you're ready to enter some basic formulas to calculate overall student performance. You'll then use AutoFill to replicate the formulas. Finally, you'll change some print options to get the document ready for school records.

1. Download and open the Project Grader starting file **E1_P2_Start**.
 2. Create a formula in **cell I7** that uses cell references to sum the numbers in **cells C7, D7, E7, F7, G7, and H7**.
 3. AutoFill the formula in **cell I7** to the **range I8:I30**.
 4. Use cell references to create a formula in **cell K7** that divides cell I7 by cell J7.
 5. Decrease the decimal in **cell K7** until only the whole number is displayed.
 6. AutoFill the formula in **cell K7** to the **range K8:K30**.
 7. Change the orientation from Portrait to **Landscape**.
 8. Save the file as: **E1_P2_Submission**
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Golden Eagle University: An Offer from Gina Mendez

Gina Mendez, a prestigious alumnus of Golden Eagle University, has decided to offer a generous yearly scholarship to three incoming freshmen. As the Dean of Student Recognition, you are tasked with gathering the data from scholarship applicants and sending it to Ms. Mendez for her review. You've narrowed the applicants down to five finalists and are preparing a workbook with five sheets, one for each finalist. You'll use the data you've collected to determine each student's overall grade point average, total hours spent doing extracurricular activities, and total hours spent doing volunteer work.

1. Download and open the Project Grader starting file **E2_P1_Start**.
 2. Insert a new blank column A in all five sheets.
 3. Use the **AVERAGE** function to calculate the average for the **range C4:H4** in **cell I4** of all five sheets.
 4. Reduce the decimals to one decimal point in **cell I4** of all five sheets.
 5. Use the **SUM** function to calculate the sum for the **range C5:H5** in **cell I5** of all five sheets.
 6. Use the **SUM** function to calculate the sum for the **range C6:H6** in **cell I6** of all five sheets.
 7. Rearrange the sheets to be in alphabetical order.
 8. Save the file as: **E2_P1_Submission**
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Golden Eagle University: Gina Mendez Scholarship Decision

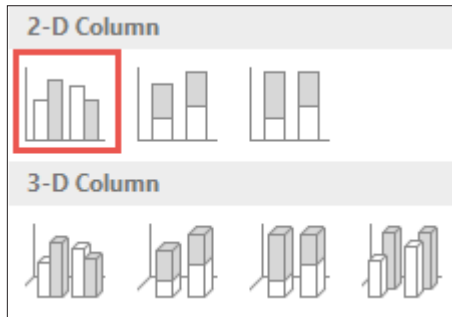
Within a few hours, Ms. Mendez has chosen the three freshmen who will receive the scholarship for the first year. Ms. Mendez has agreed to pay 51% of the total expenses for each semester. Exactly how much money this will be varies for each student because of preferences for area of study, living arrangements, and travel arrangements. You decide to create a formula to calculate how much money the scholarship percentage will provide. Then you'll add names to some cells for ease of navigation.

1. Download and open the Project Grader starting file **E2_P2_Start**.
2. Use the **SUM** function to calculate the sum for the **range I10:I12** in **cell I13** of all three sheets.
3. Use the following guidelines to calculate the scholarship amount in **cell J10** of all three sheets:
 - ▶ Multiply the total in **cell I10** by the scholarship percentage in **cell K3**.
 - ▶ Use cell references in the formulas, including an absolute reference to **cell K3**.
4. AutoFill or copy the **cell J10** formula to **cells J11, J12, and J13** in all three sheets.
5. Create the following cell names. Note that you must spell the names exactly as shown, including using the same uppercase and lowercase letters:
 - ▶ In **cell J13** of the Glendhall sheet: **Glendhall_Scholarship**
 - ▶ In **cell J13** of the Ignacio sheet: **Ignacio_Scholarship**
 - ▶ In **cell J13** of the Reclen sheet: **Reclen_Scholarship**
6. Save the file as: **E2_P2_Submission**

Golden Eagle University: Student Performance Charts

You've been asked to prepare a chart for the upcoming student assembly. The chart needs to show how Golden Eagle University students perform on average compared to the rest of the country. You've gathered the necessary data and are ready to create the chart. Once the chart is created, you'll add the school logo to the top-left corner.

1. Download and open the Project Grader starting file **E3_P1_Start**.
2. Use the **Insert**→**Charts**→**Insert Column or Bar Chart**  button to insert a **2D Clustered Column** chart using the range **A4:C29**.



3. Remove the Legend from the chart.
4. Change the chart title to: **GEU and Statewide GPA**
5. Move the chart to its own sheet using the Move Chart command, and name the sheet: **GPA Chart**
6. Select the chart and insert the **GEU Logo** picture located in your **Additional Exercise Files** folder. Leave the picture where it appears in the top-left corner of the chart.
7. Save the file as: **E3_P1_Submission**

Golden Eagle University: Student Performance Average

Using the data you've already collected for the charts, you decide you'd also like to show students the areas in which Golden Eagle performance is higher than average, and areas where it is lower than average. You'll use conditional formatting to show this information.

1. Download and open the Project Grader starting file **E3_P2_Start**.
 2. Apply the following conditional formatting to the **ranges D5:D16** and **D18:D29**:
 - Top/Bottom Rules→Above Average
 - Green Fill with Dark Green Text
 3. Apply the following conditional formatting to the same **ranges D5:D16** and **D18:D29**:
 - Top/Bottom Rules→Below Average
 - Light Red Fill with Dark Red Text
 4. Save the file as: **E3_P2_Submission**
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Golden Eagle University: Performance Report Sheet

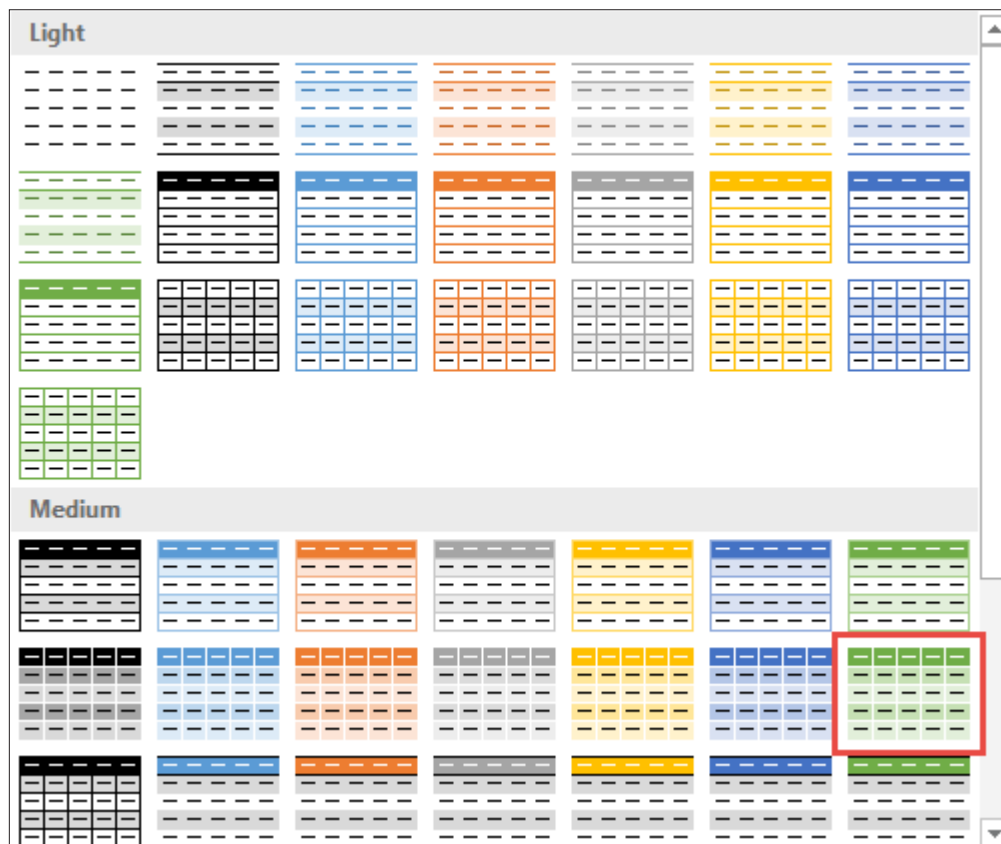
The end of the semester has passed, and it's time for you to create your final student performance report. First, you'll import the final student grades that arrived in your inbox this morning. With the document growing larger, you decide to use Freeze Panes to make it easier to navigate. Using a data validation list, you'll also add the intended majors to three students who have declared in the last few days. Finally, you'll perform an IF function to determine which students will be placed on the Academic Honor Roll.

1. Download and open the Project Grader starting file **E4_P1_Start**.
2. Starting in cell L7, import the external data text file named **May scores** from your **Additional Exercise Files** folder, accepting all default settings in the Import Wizard.
3. Change the width of **column L** to **10**.
4. Turn on **Freeze Panes** using **cell B7**, freezing both the rows above and the column to the left of cell B7.
5. Using the in-cell Data Validation drop-down list, change the majors of certain students using the following information:
 - Student 1005: **Chemistry**
 - Student 1023: **Music**
 - Student 1029: **Business**
6. Type **Honors** in **cell N6**.
7. In **cell N7**, create an IF function using the following information:
 - The logical test is whether or not the student average is greater than 85.
 - If true, the function should return: Honors
 - If false, the function should return: No
 - Capitalize both *Honors* and *No* or you will receive partial credit.
 - Do not insert any blank spaces anywhere in the function or you will receive partial or no credit.
8. AutoFill the IF function all the way down column N to **cell N36**.
9. Save the file as: **E4_P1_Submission**

Golden Eagle University: Printing the Performance Report

With the information entered, you begin the process of printing the necessary information. You decide to convert the information to a table and apply the Golden Eagle University school colors. Then you'll use the table's Sort & Filter features to show only students placed on the Academic Honor Roll. Finally, you'll use Scale to Fit to make the document fit within the width of one page.

1. Download and open the Project Grader starting file **E4_P2_Start**.
2. Insert a table using the **range A6:N36** with **row 6** being used as a header row.
3. Apply the **Table Style Medium 14** to the table.



4. Filter the table to show only **Honors** students.
5. Use **Scale to Fit** to make the document fit to a **Width** of **1 page**, leaving the Height set to automatic.
6. Save the file as: **E4_P2_Submission**

Golden Eagle University: Advanced Workbook Formatting

As you're putting together a spreadsheet listing available General Studies classes at Golden Eagle University, you decide to make some formatting changes in order to show school colors. First, you will apply a theme. Then, you'll apply a certain cell style to your column headings and tweak the applied style to perfect it. You'll create a custom number format in order to more accurately represent a column of information. Finally, you will add a background image of the school logo and make a few changes to the spreadsheet properties.

1. Download and open the Project Grader starting file **E5_P1_Start**.
2. Apply the **Facet** theme.
3. Apply the **Heading 2** style to the **range A5:E5**.
4. Apply the **Custom** number format **#.0** to the **range H6:H8**.
5. Make the **GEU background** image located in your **Additional Exercise Files** the spreadsheet background.
6. Add the following properties to the file:
 - Title: **GEU General Studies**
 - Category: **Education**
7. Save the file with the name: **E5_P1_Submission**

Golden Eagle University: Date Functions and Conditional Formatting

The Vice President of Golden Eagle University has asked you to create a small spreadsheet listing which employees have been with the university for more than 15 years. You've gathered the necessary employee information, such as employee ID numbers and hire dates. First, you'll apply a custom date and time format to the cells containing dates. Then, you'll insert a function that will tell you exactly how many years each employee has been at GEU. Finally, you will apply conditional formatting to the date cells to show which employees have been there for more than 15 years.

1. Download and open the Project Grader starting file **E6_P1_Start**.
2. Apply the **Custom** number format **ddd, mmm. dd, yyyy** to the **range D6:D18**, using single spaces after the commas and period.
3. Insert a formula into **cell E6** that subtracts the hire date in **cell D6** from the date in **cell D1**, and divides that result by **365**. Set up the formula so it can be copied to other cells in **Column E** while continuing to reference the date in **cell D1** and divide by the number **365**. Make sure there are no blank spaces within the formula.
4. Remove all decimal places from the formula result.
5. AutoFill **cell E6** to the **range E7:E18**.
6. Use conditional formatting on the **range E6:E18** to highlight any cells greater than 15 with the format of **Light Red Fill with Dark Red Text**.
7. Save the file with the name: **E6_P1_Submission**

Golden Eagle University: Advanced Functions for Text and Analysis

You've received a spreadsheet with information on Golden Eagle University honor roll students. However, the students' first and last names are listed separately. You'll create functions to quickly combine the students' first and last names and to identify students with 4.0 GPAs.

1. Download and open the Project Grader starting file **E7_P1_Start**.
Note: Be careful not to add any extra spaces in the formulas you create. Only include spaces if you are instructed to do so.
2. In **Sheet2**, insert a function in **cell B2** that combines the first and last names from **cells B6** and **C6** of **Sheet1** and includes an empty space between the names.

	A	B	C	D
1	Student #	Name	4.0 GPA?	Number of 4.0s
2	1002	DANIEL MOSS		
3	1009			

3. AutoFill the new function in **cell B2** to the **range B3:B10**.
4. Use an **IF** function in **cell C2** of **Sheet2** that returns the word **Yes** if the student has a GPA of 4.0, and the word **No** if the student does not. Your function will need to check **Sheet1** for the student GPAs.
5. AutoFill the function in **cell C2** to the **range C3:C10**.
6. Insert a conditional function in **cell D2** that counts the number of times Yes occurs in the range **C2:C10**.
7. Save the file with the name: **E7_P1_Submission**

Golden Eagle University: Using Lookup Functions

You're working on the honor roll spreadsheet for Golden Eagle University, and you've organized information for several honor roll students. You decide to use the Subtotal feature to count the number of students in each group. In addition, a random honor roll student has been chosen by student number to receive a gift card to the school bookstore. You'll use the student number with a lookup function to pull the student's name.

1. Download and open the Project Grader starting file **E8_P1_Start**.
2. Sort the displayed information by **GPA**, from largest to smallest.
3. Use the **Subtotal** tool to outline the information as follows:
 - At each change in: **GPA**
 - Use function: **Count**
 - Add subtotal to: **GPA**
4. Insert a lookup function in **cell F4** that displays the student name from **Column B** that corresponds with the student number listed in **cell E4**. Use the **range A5:B30** as the **Table Array**. Have the lookup function search for exact matches only.
5. Save the file with the name: **E8_P1_Submission**

Golden Eagle University: Working with Tables

Having been an employee at Golden Eagle University for several years, you're an avid enthusiast for the school basketball team. As a hobby, you've begun to compile the scores from this year's home games into an Excel table. On a whim, you decide to add a Totals row to the table to see how many points the team has scored, and how many points have been scored against them. Next, you'll give the table a name. Then, you'll add a filter to see the points information for only the school's chief rival team, Silver Thunderbird University. Finally, you'll place sparklines to see how both teams have performed this year.

1. Download and open the Project Grader starting file **E9_P1_Start**.
2. Add a **Total** row using the table's **Total Row** feature. Choose **Sum** for both the **GEU** and **Visitor** totals, and choose **None** for the **Win/Loss** total.
3. Name the table: **GEU_Scores_2018**
4. Filter the table to only show games with the opponent **STU**.
5. Insert a **Line** sparkline in **cell C29** using data from the filtered **range C13:C27**.
6. Insert a **Line** sparkline in **cell D29** using data from the filtered **range D13:D27**.
7. Save the file with the name: **E9_P1_Submission**

Golden State University: Financial Functions and What-If Analysis

You've been asked to create an example spreadsheet to show students a typical payment plan for tuition at Golden Eagle University. In order to present accurate information, you'll need to include a data table and some financial functions. You'll also add some scenarios to make it easy to switch between different payment plans.

1. Download and open the Project Grader starting file **E10_P1_Start**.
2. Create an **NPER** function for **column C** that calculates how many payments a student would be required to make depending on the payment amounts in Column B. Do NOT add any spaces to the function. Use the **PV** argument to make the answer a positive number.
 - Enter the first NPER function in **cell C7**, using the **\$500** payment amount, then AutoFill the function through **cell C17** to determine the number of payments for each payment amount.
 - The interest rate should be divided by **12**.
3. Create a scenario using **cell B5** as the changing cell and leave the value for the changing cell as **2549**. Remove all text from the comments box as you create the scenario. Name the scenario: **General Studies**
4. Create four more scenarios. Remove all text from the comments box as you create each scenario. Use the following information within the scenarios:
 - Use **\$2,758** as the value for the **changing cell B5** and name the scenario: **Math Major**
 - Use **\$2,792** as the value for the **changing cell B5** and name the scenario: **Arts Major**
 - Use **\$2,978** as the value for the **changing cell B5** and name the scenario: **Science Major**
 - Use **\$2,986** as the value for the **changing cell B5** and name the scenario: **Health Science Major**
5. Show the **Arts Major** scenario, then close the **Scenario Manager**.
6. Save the file with the name: **E10_P1_Submission**

Golden Eagle University: Working with PivotTables

In order to quickly mix and match information on the Golden Eagle University student information spreadsheet, you decide to add a PivotTable. Then, you'll add a style to the PivotTable to show off the Golden Eagle University colors. Finally, you will add a filter in order to only show freshmen.


1. Download and open the Project Grader starting file **E11-P1-Start**.
2. Create a **PivotTable** on a new worksheet using the displayed table.
3. Show **Class** in the PivotTable rows, and **GPA** in the PivotTable values.
4. Change the function for **GPA** in the **Values** box from Sum to **Average**.
5. Apply the PivotTable style **Pivot Style Medium 14**.
6. Move **Class** from Rows to **Filters**, and filter the PivotTable to show the **Freshmen** average only.
7. Save the file with the name: **E11-P1-Submission**

Golden Eagle University: PivotTables and PivotCharts

As you continue to work on the Golden Eagle University student information spreadsheet, you decide to add a slicer to the PivotTable in order to switch between student classes with a simple click. Then, you'll add a simple Column PivotChart to compare the GPA average between classes.

1. Download and open the Project Grader starting file **E11_P2_Start**.
2. Add a slicer to filter by **Class**.
3. Add **Student #** as a **Row Label**.

3	Row Labels	Average of GPA
4	Freshman	3.25
5	1004	2.8
6	1009	3.8
7	1018	2.1

4. Insert a **Clustered Column** PivotChart. Do not be concerned if it covers the slicer.
5. Use the **Collapse Entire Field** button  at the bottom-right of the PivotChart to display the average GPA between classes, rather than individual students.
6. Save the file with the name: **E11_P2_Submission**

Golden Eagle University: Workbook Completion

As you work to finalize the Golden Eagle University student information spreadsheet, you decide to add a few hyperlinks to make navigation easier. You'll then insert a comment to remind yourself to change student grades the next time you open the sheet. Then, you'll add alt text to the Golden Eagle University logo image. Finally, you will mark the spreadsheet as Final.

1. Download and open the Project Grader starting file **E12_P1_Start**.
2. In **cell C3**, apply a **Place in This Document** hyperlink to **cell A21** in **Sheet1**.
3. Select **cell E5** and insert a comment with the following text: **Remember to update student grades!**
4. Add the following alt text to the **GEU Logo** image:
 - Title: **GEU Logo**
 - Description: **Official logo updated 2016**
5. Mark the file as final.
6. Save the marked as final file with the name: **E12_P1_Submission**