

Jordan University of Science and Science and Technology

Faculty of Information Technology Department of Computer Information Systems CIS100 Computer Skills – Chapter 4 Assignment

This assignment is for your own reference and practice. It should be done in the lab or any other computer device to improve your skills in MS Excel. This assignment covers the essential practices usually needed to efficiently manage your work in spreadsheets. If you do this assignment correctly, then it will be easier for you to pass your quiz and exam. (But pay attention to other parts of the chapter, like the concepts and ideas, it does counts in the exam!)

Part 0:

- Launch Excel
- When it is opened, have a through look on the “interface components” like: ribbon, buttons quick access bar...etc. and try to identify them.
- Have a look on the spreadsheet layout, how cells are divided and named

Part 1: Basic cell operations

- Select the range of cells **VH5:VJ9**, using your mouse.
- Return to cell **A1** using the keyboard.
- Alter the width of column **C**.
- Make a table like the following (start from cell **B9** to **E12**):

Course	First exam	Second exam	final
CIS 100	20	24	44
English 101	25	21	46
Physics	16	8	24

- Delete content of cell **D10** □ Delete cell **C11**.
- Delete column **C**.
- Undo the last three commands.
- Set these column widths to fixed **0.5 cm**.
- Make the text warp. □ Merge cells of **D10:E12** □ Undo merging cells.
- Insert row between **row 9** and **row 10** □ Hide the new row.
- Unhide it.
- In **column A** Use the fill handle property to give sequential numbers for courses (start from **B10**).

Part 2: worksheet and data manipulation:

- Select **worksheet 2**
- Rename it to “**CIS100**”
- Insert a new worksheet and name it “**CIS department**”

- Move the worksheet “**CIS department**” to be the first one
- Delete the third worksheet
- Copy the worksheet “**CIS department**”.(What is the name of the new copy?)

Part 3: Cell formatting

- Change the format of cells for many choices.
- Alter the cell format of the cells containing the grade to have the form of %.
- Sort the courses in the above table according to the final exam grade decreasingly
- Sort again according to the second exam grade both increasingly

Part 4: Formulas and functions

- In cell **C13** use the Auto sum (Σ) command to calculate the sum of the first exam’s grades.
- In cell **C14** divide the previous sum (using the cell reference) by 3 to calculate the average of first exam’s grades.
- With cells **C14** still selected, increase the decimal places to three.
- In cell **E13** calculate the average of the final grades using AVERAGE function.
- Insert a new column between **column D** and **column E (type Bonus in E9)**.
- In the new column give a bonus on the grades according to the following formula. If the summation of the first and second exam grades is less than 25 then the bonus is (the sum of the two grades)/2 – 5, else the bonus is (50- the sum of the two grades)/2.
- Copy the formula to **E11** and **E12**.
- In cells **F10** and **F11** find the maximum, and the minimum of the final grades.

Part 5: Charts

- Create a 3-D column chart to compare the results of the three courses in the first and second exam (before the bonus).
- Change the previous chart type to 3-D area chart type.
- Switch row and columns (what is the difference?).
- Change the chart layout.
- Move this chart to **worksheet3** and rename it to “**Charts**”.

Part 6:

- In the Quick Access Toolbar, click Save.
- In the left pane of the Save As dialog box, navigate to your Desktop (Notice that Excel has entered the current title of the workbook as a suggestion for the file name)
- Alter the default filename to Assignment4 (notice that the file extension in the Save as type box is .xlsx, which is the default for Excel 2010).
-