INF1060 – Assignment #8-10

Now that you have learned the basics of Microsoft Excel, it's time to learn a few of the more advanced features. For the next assignments you will be going back into your previous spreadsheets and making some modifications.

==**BE SURE NOT TO SAVE OVER THE ORIGINAL ASSIGNMENT!**==
Before making any changes, make a COPY of your original spreadsheet. You will need BOTH the and the new modified copy to submit for marking.

Assignments 8-10 will be marked using the following guidelines.
<u>Marking Guide:</u>

Cells are properly formatted and spaced	/5
All content in cells is added correctly	/10
Formulas and columns are added correctly	/5
Total	/20

Assignment 8

Go back to the spreadsheet you made for Assignment #1 titled "All-Time Hockey Point Leaders."
- Change the name of the spreadsheet in cell A1 to INF1060 Assignment #8
- Change the date in cell C2 to today's date.
- In the cell directly under the "Games Played" column, type the following:
  =SUM(F5:F24)　　　　This function will add the totals of all the numbers in cells F5-F24, giving you the total number of games played by the players.
- In the cell directly under the "Goals" column, type the following:
  =AVERAGE(G5:G24)　　This function will give you the average of all numbers in the cell range selected.
- Create an AVERAGE equation for the "Assists" and "Points" columns as well.
- Delete the columns titled "First Season" and "Last Season"
  - To do this, right click on the letter at the top of the column and select Delete from the list that appears.
- Deleted the rows with players ranked 4th, 11th, and 16th.
  - This is done the same as deleting columns, but click the number on the left side of the spreadsheet rather than the letter at the top of the column.
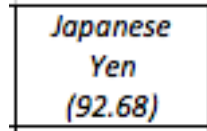- Center the text in the four new cells you just added.

Assignment 9

Go back to the spreadsheet you made for Assignment #3 titled "Grade 5 Marks."

- Change the name of the spreadsheet in cell A1 to INF1060 Assignment #9
- Change the date in cell C2 to today's date.
- Insert a column between the Science and Art columns.
    - To do this, right click on the cell that contains the word Art.
    - Select "Insert" from the menu that appears, and then "Entire Column." Then click OK.
- Title the new column "Computers" and format it like the other subject headings.
- Center all the subject headings.
- Fill in the new column with every student earning a grade of 70.
- In the cell below the last student's name, type "Class Average" and put it in **bold.**

- In the cell directly below each list of grades for Language Arts (this should be row 25), enter the following equation:
    - =AVERAGE(B5:B24)   This will give you the average grade for that class.
- Now we want to have the average for all these classes, but there is a faster way than typing out the formula each time
- Select the cell we just put the formula in. There will be a small blue square in the bottom right corner.

- Click on this blue square and drag across row 25 to column I. This will put the formula into all these columns and show the average for all classes.
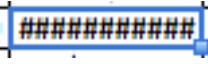- Now select all the class average scores and put them in **bold.**

Assignment 10

Go back to the spreadsheet you made for Assignment #7 titled "World Currency Converter."

- Change the name of the spreadsheet in cell A1 to INF1060 Assignment #10
- Change the date in cell C2 to today's date.
- Insert a column between Canadian Dollars and American Dollars.
  - Type "Japanese Yen (92.68)" in cell C3. Be sure to use Control+Command+Enter to put each word on a different line.

  | Japanese |
  | Yen |
  | (92.68) |

- In cell C4, type the following:
  - =92.68*B4   This will multiply the contents of cell B4 by 92.68, which gives us the cost of them item in Japanese yen.
  - Now do the same for the rest of the cells in column C. Remember, this can be done fastest by selecting the cell with the formula and dragging down the rest of the column.
  - If you see ########### in the cell, it just means you need to make that column a bit wider.
- Insert a column between Australian Dollars and British Pounds.
  - Type "Mexican Peso (12.02) in the new column.
  - Using the technique you learned in the previous step, fill the column with the proper formula to calculate the price of each item in Mexican Pesos.