

Step 1: Create a New Excel Spreadsheet and include the information as indicated in the screenshot below. It is recommended that you include the Headings in the same cells as indicated. For example, type “Homework” in Cell A1, “Categories” in Cell C1, etc.

Note: It is not necessary to include the various colors in your cells.

Hint: You may want to adjust the width of the cells to accommodate the length of the words or phrases. For a quick tutorial on how to do this, see the following video. <https://www.youtube.com/watch?v=KnxVn6IAEvQ>

The screenshot shows an Excel spreadsheet with the following structure:

	A	B	C	D	E	F	G	H	I	J
1	Homework		Categories	Scores	Weights					
2										
3							Sum of Weights			
4							Sum of Weighted Scores			
5										
6							Overall Grade			
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										

The spreadsheet is titled "Excel - Last page - Excel" and is opened by "Kristin Karber". The ribbon shows the "Home" tab with various formatting options. The status bar at the bottom indicates "Ready" and "Sheet1".

Step 4: We will use the Excel function, AVERAGE, to compute the Homework Average in Cell D2.

In Cell D2, type: “=AVERAGE(A2:A16)”.

Note: Only type in the information between the quotation marks, not the quotation marks themselves.

Hint: We will have all of the data in our cells display 2 decimal places. For assistance on how to do this, refer to the following video.

<https://www.youtube.com/watch?v=QRhckZDdoZk>

The screenshot shows an Excel spreadsheet with the following data and structure:

	A	B	C	D	E	F	G	H	I	J
1	Homework		Categories	Scores	Weights					
2	75.00		Homework	=AVERAGE(A2:A16)						
3	82.00		Midterm				Sum of Weights			
4	90.00		Project 1				Sum of Weighted Scores			
5	43.00		Project 2							
6	97.00		Final Exam				Overall Grade			
7	86.00									
8	78.00									
9	84.00									
10	32.00									
11	75.00									
12	71.00									
13	91.00									
14	73.00									
15	62.00									
16	70.00									

The formula bar shows the formula: `=AVERAGE(A2:A16)`

The spreadsheet also includes sections for 'Sum of Weights', 'Sum of Weighted Scores', and 'Overall Grade'.

Step 5: After the Homework Average formula is input, the following quantity should appear in Cell D2.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J
1	Homework		Categories	Scores	Weights					
2	75.00		Homework Average	73.93						
3	82.00		Midterm				Sum of Weights			
4	90.00		Project 1				Sum of Weighted Scores			
5	43.00		Project 2							
6	97.00		Final Exam				Overall Grade			
7	86.00									
8	78.00									
9	84.00									
10	32.00									
11	75.00									
12	71.00									
13	91.00									
14	73.00									
15	62.00									
16	70.00									
17										
18										
19										

The Excel ribbon is visible at the top, showing the Home tab with options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The status bar at the bottom indicates the system is ready, the temperature is 71°F Sunny, and the date is 10/22/2023 at 11:25 AM.

Step 6: Type in the remaining Scores and Weights for each category in columns D and E, respectively.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Homework		Categories	Scores	Weights					
2	75.00		Homework Average	73.93	0.15					
3	82.00		Midterm	84.00	0.20		Sum of Weights			
4	90.00		Project 1	73.00	0.20		Sum of Weighted Scores			
5	43.00		Project 2	90.00	0.20					
6	97.00		Final Exam	72.00	0.25		Overall Grade			
7	86.00									
8	78.00									
9	84.00									
10	32.00									
11	75.00									
12	71.00									
13	91.00									
14	73.00									
15	62.00									
16	70.00									
17										
18										
19										

The spreadsheet interface includes the Microsoft Excel ribbon with tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help, Acrobat, and Tell me what you want to do. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The status bar at the bottom indicates 'Ready', '71°F Sunny', and the system tray with the date and time '11:23 AM 10/22/2023'.

Step 7: To calculate the Sum of the Weights (H3), we will use the SUM function and indicate that the function should sum the weights from (E2:E6).

In Cell H3, type: “=SUM(E2:E6)”.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The formula bar at the top displays the formula `=SUM(E2:E6)`. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J
1	Homework		Categories	Scores	Weights					
2	75.00		Homework Average	73.93	0.15					
3	82.00		Midterm	84.00	0.20		Sum of Weights	<code>=SUM(E2:E6)</code>		
4	90.00		Project 1	73.00	0.20		Sum of Weighted Scores	<code>SUM(number1, [number2], ...)</code>		
5	43.00		Project 2	90.00	0.20					
6	97.00		Final Exam	72.00	0.25		Overall Grade			
7	86.00									
8	78.00									
9	84.00									
10	32.00									
11	75.00									
12	71.00									
13	91.00									
14	73.00									
15	62.00									
16	70.00									
17										
18										
19										

The status bar at the bottom shows the system tray with weather (71°F Sunny), search, and taskbar icons. The time is 11:20 AM on 10/22/2023.

Step 8: To calculate the Sum of the Weighted Scores (H4), we will use the Excel function “SUMPRODUCT” where it uses the scores from (D2:D6) and the corresponding weights from (E2:E6).

In Cell H4, type: “=SUMPRODUCT(D2:D6,E2:E6)”.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J
1	Homework		Categories	Scores	Weights					
2	75.00		Homework Average	73.93	0.15					
3	82.00		Midterm	84.00	0.20		Sum of Weights	1.00		
4	90.00		Project 1	73.00	0.20		Sum of Weighted Scores	=SUMPRODUCT(D2:D6,E2:E6)		
5	43.00		Project 2	90.00	0.20					
6	97.00		Final Exam	72.00	0.25		Overall Grade			
7	86.00									
8	78.00									
9	84.00									
10	32.00									
11	75.00									
12	71.00									
13	91.00									
14	73.00									
15	62.00									
16	70.00									
17										
18										
19										

The formula bar at the top shows the formula: `=SUMPRODUCT(D2:D6,E2:E6)`

Step 9: To compute the Overall Grade (H6) , we need to divide the Sum of Weighted Scores (H4) by the Sum of Weights (H3).

In Cell H6, type: “=H4/H3”.

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "Sheet1". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Homework		Categories	Scores	Weights					
2	75.00		Homework Average	73.93	0.15					
3	82.00		Midterm	84.00	0.20		Sum of Weights	1.00		
4	90.00		Project 1	73.00	0.20		Sum of Weighted Scores	78.49		
5	43.00		Project 2	90.00	0.20					
6	97.00		Final Exam	72.00	0.25		Overall Grade	=H4/H3		
7	86.00									
8	78.00									
9	84.00									
10	32.00									
11	75.00									
12	71.00									
13	91.00									
14	73.00									
15	62.00									
16	70.00									
17										
18										
19										

The formula bar at the top shows the formula $=H4/H3$ entered in cell H6. The Excel ribbon is visible at the top, and the Windows taskbar is at the bottom.

Step 10: When you have completed the spreadsheet, it should show the following quantities.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Homework		Categories	Scores	Weights					
2	75.00		Homework Average	73.93	0.15					
3	82.00		Midterm	84.00	0.20		Sum of Weights	1.00		
4	90.00		Project 1	73.00	0.20		Sum of Weighted Scores	78.49		
5	43.00		Project 2	90.00	0.20					
6	97.00		Final Exam	72.00	0.25		Overall Grade	78.49		
7	86.00									
8	78.00									
9	84.00									
10	32.00									
11	75.00									
12	71.00									
13	91.00									
14	73.00									
15	62.00									
16	70.00									
17										
18										
19										

Congratulations! You are now ready to explore various scenarios and the spreadsheet will do the computations for you!