Project Requirements (100 points)

Create a grade sheet for yourself for this class with Microsoft Excel. Microsoft Excel is an excellent tool for tracking grades. This project is a great learning tool for working both Outlook and Excel.

Each of the following bullet points will be worth 5 points and are based on skills that you learned from our textbook and from Outlook.

● Do not ask me what was due—when. LibGudes “Course Outline” has all that information. I have emailed you with your grade on each assignment, this allows you to look in your Outlook folders for that information (I am hopeful that you followed my advice and made a folder for this class as we did the first week of class, if not I would suggest that you do that now).

● You decide how to set up your grade sheet—I will only grade you on the following bullet points (5 pts each).

1. Appropriate labels for columns and/or rows along with some bold, italic or some other type of formatting in the cells.
2. Suitable cell formats (e.g. number, text, time, etc.) within the cells e.g. letters should be formatted as text or general, numbers should be formatted as numbers, dates as dates and so on with appropriate decimal places.
3. Column and Row width appropriate to read cell contents.
4. Apply conditional formatting to cells of your choice.
5. At least one Formula.
6. At least one Function.
7. A brief descriptions of all the assignments.
8. Total possible points for each assignment.
9. Your points for each assignment.
10. Dates assignments were due.
11. Your total points for the class (ending the day the project is due-May 2, 2016).
12. Your percent for the class (your points / total possible points).
13. Add a graphic.
14. Add a text box explaining to me 3 thing that you learned from this project.
15. Final letter grade that you expect from the class (grading outline is 90-100= A, 80-89=B, 70-79=C, 65-69=D, below 65=F).
16. Set the print area to print neatly, if it does not print on one page set the rows to print on top and/or columns to print on the left (under page setup).
17. Use the spell check to check for spelling mistakes.
18. Change the document properties to: Author: Your Name, Title: Final Gradebook Project, Subject: Excel Spreadsheet, Keywords: Excel, Spreadsheet, Grades, Category: Class Project, Status: Final, and add comments to the Comment box if you wish.
19. Add a footer with your name and the date along with any other information.
20. Before you save and close the workbook, set the zoom level to 100% and do a Ctrl Home.