Chapter 6 Exercise 5 Instructions

**This Chapter covers the sixth tab on the Excel Menu Bar called, *Data*. All work in these directions will cover Chapter 1. 2, 3, 4, 5 and 6.**

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| **You are working for Game Store. Your boss wants you to format this workbook according to the following guidelines:** | |
| **🎂** | Open up your **Ex. 5** **instructions** and your **Ex. 5 Exercise**. **Minimize** both documents and then snap **Ex. 5** instructions to the **left** and snap **Ex. 5** exercise to the **right**. You should now **have two documents** side by side. |
|  | **Save** the **Ex. 5** document to your Chapter 6 Completed folder and rename it, “*Chapter 6 Exercise 5 Completed*”. |
|  | 1. **In the 4th Hour Class Work, complete the following tasks:**    1. **Modify** the **Title heading style**: to *22*, *Orange, Accent 6, Darker 50%,* font style, *Arial*, *double bottom border* with *Orange Accent 6, Darker 50*% color. Then **apply** it to **A1**.    2. **Separate** the **names** in **Col 1** into **two** **columns** by **comma**.    3. Change A4's column title to, "Last Name" and B4 column heading to, "*First Name*".    4. Remunerate Cell C4 and extend it to column N4.    5. **Add** the **heading style** "**Linked** **Cell**" and **center** the cells in the row.    6. Insert a **sheet column** following Col. N.    7. Add the **column** **heading** , "*Average*."    8. Then **find** the **average** for each student's test scores.    9. Insert a **sheet column** in *Col. P*.    10. Insert a **sheet column** following **Col 0**.    11. Add the **heading**, "*Average Grade*."    12. **Wrap** the text in P4.    13. **I**n **P6**, create an "*If"* ***statement*** that will put an "**A**" if the average score is **greater than 90%**, a "**B**" if the **average score is greater** than **80%**, a "**C**" if the **average score** is **greater** than **70%**, a "**D**" if the **average score** is greater than **60**% and a "**F**" if the average score is **less than 60**%.    14. **Center** the **text** in Cols. O & P.    15. Insert a **sheet column** after Col. **P**. **Heading** should be **Test Scores**.    16. Using a **column sparkline**, display the **twelve test scores in Q6**.    17. Use the **fill** **handle** to **copy** the formula down the column.    18. Set the **width** of the column to **15**.    19. **Merge and center A1** to the last occupied column. Do the same for **B1** & **C1**. |
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|  | In the **TestScore Workbook**, complete the following task:   1. **Move the Test Score** worksheet from the *Test Score Workbook* to the **Chapter 6 Exercise 5 workbook**. 2. Move the **Test Score worksheet** to the **end**. 3. The **password** for the workbook is "**Meridian**." 4. ***Do not*** save over the Test Score Workbook. |
|  | In the Test**Scores Worksheet**, complete the following:   * Add **Light Red fill with Dark Red** text to grades that are equal to an **A**. * Add **yellow fill with dark yellow text** to all grades equal to a "**B**". * Add **green fill with dark green text** to grades equal to a "**C**". * Add **light red fil**l to all grades with a **D**. * Place a **red** **border** around **all grades** that are equal to an "**F".** * Add a **Thick Outside Border** around cells A4:Q23. * Change the orientation to "**Landscape**." * Set a **Print Area** for cells A1:Q23. * **Scale to Fit** the worksheet so that it fits on one page. |
|  | **Save** your document. Close out of the instructions and then show your teacher your work. |