

Section 3 Worksheet

<input type="checkbox"/>	1. Row	Insert a row
		Directly below current row 1
<input type="checkbox"/>	2. Style	Apply a cell style
		Cell range A2:S2
		<ul style="list-style-type: none"> • Style 40% -Accent3
<input type="checkbox"/>	3. Number Format	Modify the cell format to date
		Cell range C2:S2
		<ul style="list-style-type: none"> • Type: 14-Mar • Locale (location): English (United States)
<input type="checkbox"/>	4. Data	Add a header and the date for each of the column (assignments) in the range
		Cell B2
		<ul style="list-style-type: none"> • Text "<u>Date:</u>"
		Cell range C2:S2
		<ul style="list-style-type: none"> • Text "<u>22-Aug, 29-Aug, 12-Dec</u>"
<input type="checkbox"/>	5. Text	Modify the text in the title
		Cell A1
		<ul style="list-style-type: none"> • Text "<u>Math 1080 - Section 3 Assignments</u>"
<input type="checkbox"/>	6. Alignment	Modify the cell alignment settings
		Cell range B3:B25
		<ul style="list-style-type: none"> • Horizontal Right (Indent) • Indent 1
<input type="checkbox"/>	7. Conditional Formatting	Add conditional formatting
		Cell range C3:S25
		<ul style="list-style-type: none"> • Color Scales: Green - White - Red Color Scale • Midpoint <ul style="list-style-type: none"> ○ Percentile ○ "<u>70</u>" • Maximum <ul style="list-style-type: none"> ○ Number ○ "<u>25</u>"
<input type="checkbox"/>	8. Page Layout	Configure page layout options
		Cell range B3:S25
		<ul style="list-style-type: none"> • Set Print Area • Enable the Gridlines Print option
<input type="checkbox"/>	9. Hide Columns	Hide columns
		Column A
		Column O through R
<input type="checkbox"/>	10. Picture	Insert a picture
		To the right of the data
		<ul style="list-style-type: none"> • File source: <i>Books.jpg</i>
<input type="checkbox"/>	11. Crop	<i>Books.jpg</i>
		<ul style="list-style-type: none"> • Crop to the shape: Snip Same Side Corner Rectangle

Summary Worksheet

<input type="checkbox"/>	12. Formula	Insert the instructor's name for column B
		Cell B5
		<ul style="list-style-type: none"> • Use Function RIGHT <ul style="list-style-type: none"> ○ Text B2 <ul style="list-style-type: none"> ▪ Absolute reference ○ Num_chars: "<u>16</u>"
<input type="checkbox"/>	13. Formula	Find the average of each student's homework scores.
		Cell range C7:C29
		<ul style="list-style-type: none"> • Use Function AVERAGE <ul style="list-style-type: none"> ○ Number 1: all homework scores for each student on "Section 3" worksheet "22-Aug <input type="checkbox"/> 12-Dec"
<input type="checkbox"/>	14. Named Range	Create a new Named range
		Cell range C7:C29
		<ul style="list-style-type: none"> • Name: "<u>Homework</u>"
<input type="checkbox"/>	15. Formula	Find the minimum homework score for each student.
		Cell range D7:D29
		<ul style="list-style-type: none"> • Use Function MIN <ul style="list-style-type: none"> ○ Number 1: minimum homework score for each student on "Section 3" worksheet
<input type="checkbox"/>	16. Formula	Find the maximum homework score for each student
		Cell range E7:E29
		<ul style="list-style-type: none"> • Use Function MAX <ul style="list-style-type: none"> ○ Number 1: minimum homework score for each student on "Section 3" worksheet
<input type="checkbox"/>	17. Formula	Count the number of 0 homework scores for each student.
		Cell range F7:F29
		<ul style="list-style-type: none"> • Use Function COUNTIF <ul style="list-style-type: none"> ○ Range: all possible homework scores for each student on "Section 3" worksheet ○ Criteria: "<u>0</u>"
<input type="checkbox"/>	18. Formula	Find the average score of all student ids without a zero homework score.
		Cell L2
		<ul style="list-style-type: none"> • Use Function AVERAGEIF <ul style="list-style-type: none"> ○ Range: F7:F29 ○ Criteria: "<u>0</u>" ○ Average_range: "<u>Homework</u>"
<input type="checkbox"/>	19. Create and Style	Create a table and modify the table styles.
		Cell range B6:F29
		<ul style="list-style-type: none"> • Table Style Medium 4 • Enable the first Column style
<input type="checkbox"/>	20. Table	Rename a table
		Cell range B6:F29
		<ul style="list-style-type: none"> • Name: "<u>Overview</u>"

<input type="checkbox"/>	21. Sort and Filter	Apply a sort and a filter to the table
		Cell range B6:F29
		<ul style="list-style-type: none"> • Sort <ul style="list-style-type: none"> ○ Column Zero Scores Order Largest to Smallest ○ Column IDs Order Smallest to Largest • Filter <ul style="list-style-type: none"> ○ Hide Student ids with no zero score
<input type="checkbox"/>	22. Chart	Create a chart
		To the right of the data
		<ul style="list-style-type: none"> • Chart 3-D Clustered Column • Exclude all filtered rows • Horizontal Axis Labels: "IDs" column in table • Series 1: "Zero Scores" column in table
<input type="checkbox"/>	23. Style	Apply a style to the chart
		Chart
		<ul style="list-style-type: none"> • Chart Styles Style 7
<input type="checkbox"/>	24. Title	Rename the title of the chart
		Chart
		<ul style="list-style-type: none"> • Text "<u>All Zero Scores</u>"
<input type="checkbox"/>	25. Formula	Insert text using a formula
		Cell K2
		<ul style="list-style-type: none"> • Use Function CONCATENATE <ul style="list-style-type: none"> ○ Text1: "<u>Student with no</u>" ○ Text2: header of column F <ul style="list-style-type: none"> ▪ Absolute Reference

Section 5 Worksheet

<input type="checkbox"/>	26. Worksheet	Add a worksheet
		After other worksheets
		<ul style="list-style-type: none"> • Rename "<u>Section 5</u>"
<input type="checkbox"/>	27. Data	Insert data from text file
		Cell A1
		<ul style="list-style-type: none"> • File source <i>Autumn.txt</i> • Tab delimited
<input type="checkbox"/>	28. Hyperlink	Create a hyperlink to another worksheet
		Cell A2
		<ul style="list-style-type: none"> • Cell reference "A3" • Sheet reference "Section 3" worksheet
<input type="checkbox"/>	29. Theme	Change the color theme
		<i>MathTracker.xlsx</i>
		<ul style="list-style-type: none"> • Slipstream
<input type="checkbox"/>	30. Document Property	Modify the document properties
		<i>MathTracker.xlsx</i>
		<ul style="list-style-type: none"> • Subject "<u>Homework</u>"