Creating a Gradebook

We will set up a table as the one below.

![Image of a table](image.png)

**INSERTING THE FIELDS**

- Type all the fields you may possibly want to use in your grade book. Example:
  - Type “First Name” in row 4, column A. Type “Last Name” in row 4, column B.
  - Type all the labels below one after another:
    - a. HW 1 [ row=4, column=C ] (Note: Only the columns increase)
    - b. HW 2 [ row=4, column=D ]
    - c. HW 3 [ row=4, column=E ]
    - d. Exam 1 [ row=4, column=F ]
    - e. Exam 2 [ row=4, column=G ]
    - f. Final Exam [ row=4, column=H ]
    - g. Grade [ row=4, column=I ]
    - h. Letter [ row=4, column=J ]
    - i. Comments [ row=4, column=K ]

You should have an image similar to the one below:
SETTING DYNAMIC FIELDS [GRADE, LETTER, AND COMMENTS]
1. Click on the cell below the label “Grade”.

2. On the top toolbar, find the icon “Fx” and click on it once. A window should display.
3. On this window, click on “Statistical” (on the left pane).
4. On the right pane, click on “AVERAGE” and click on the button “OK”. Another window should appear displaying the field “Number 1”. On the same line, click on the icon that has a red diagonal arrow pointing up at an angle. This action should hide this window.

5. With the mouse, select the row below the labels row from “HW 1” to “Final Exam” as done in picture below.

6. Press the “enter” key.
7. Click on the “OK” button.

ROUNDING OFF LARGE NUMBERS
1. Click on the cell that you’d like the number to be rounded off.
2. Type the following in that cell: =ROUND(CELL#, 0) This will round off the value located in cell# to an integer value. (i.e. if the value in cell# is 85.6, then the rounded value will be 86.)
ADDING LETTER GRADES
1. Select the cell where you’d like the letter grade to appear.
2. Type the following in that cell: =IF(ISTEXT(K10)," ", (IF(K10>90,"A", IF(K10>80, "B", IF(K10>70, "C", IF(K10>60,"D", "F"))))))
where k10 is the cell that we are getting the value from.

ADDING LETTER COMMENTS ACCORDING TO THE GRADE
1. Select the cell where you’d like the comment to appear.
2. Type the following: =IF(ISTEXT(K9)," ", IF(K9>90, "Excellent Job!", IF(K9>80, "Good", IF(K9>70,"Work Harder", "See your counselor"))))
where k9 is the cell that contains the letter grade.

CUSTOMIZING COMMENTS (CONCATENATING)
1. Select the cell where you’d like the comment to appear.
2. =CONCATENATE(M10," ", C10) where M10 is the cell that contains one part of the comments and C10 is the other cell that contains the other part of the string.

COLORING THE FIELDS ROW
1. Move the mouse to the gray button (4) area on the left of the worksheet.
2. Right click on this button.
3. From the pop-up menu, select “Format Cells…”
4. Click on the tab “Patterns” and click on the color of your preference. In this case, we selected black.
5. Click on the tab “Border” and
6. Click the “OK” button. The window should disappear with the new settings taking effect.
7. Locate the button “B” on the top toolbar. Click on this button once to bold the selected text.
8. Your row should now look similar to the one below:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>HW 1</th>
<th>HW 2</th>
<th>HW 3</th>
<th>Exam 1</th>
<th>Exam 2</th>
<th>Final Exam</th>
<th>Grade</th>
</tr>
</thead>
</table>

LOOKING UP INFORMATION
1. Click on the field that you would like to do search on. For example, click on “Last Name”.
2. Go to the menu bar (top) and click on “Data”.
3. On the pull down menu, click on “Form”
4. On this new window, click on the button “Criteria” to search according to your criteria. The same window with blank fields will display after you click on that button.

5. You can type in any of the blank fields to search for a particular student. After typing the name, click on the button “find next” or “find prev” (either button will have the same effect). NOTE: Once the search is completed, the program will either display the name that you looked for, or the name of the first student if NONE found.

6. If you would like to do the search once again, you will have to click on the “Criteria” button. NOTE: IF YOU FAIL TO DO SO AND TYPE ANYTHING ON THOSE FIELDS, THEN CHANGES WILL REFLECT ON YOUR BOOK. SO MAKE SURE TO CLICK ON “CRITERIA” BEFORE TYPING ANYTHING.