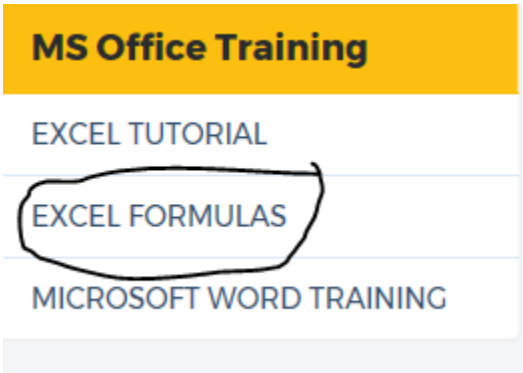
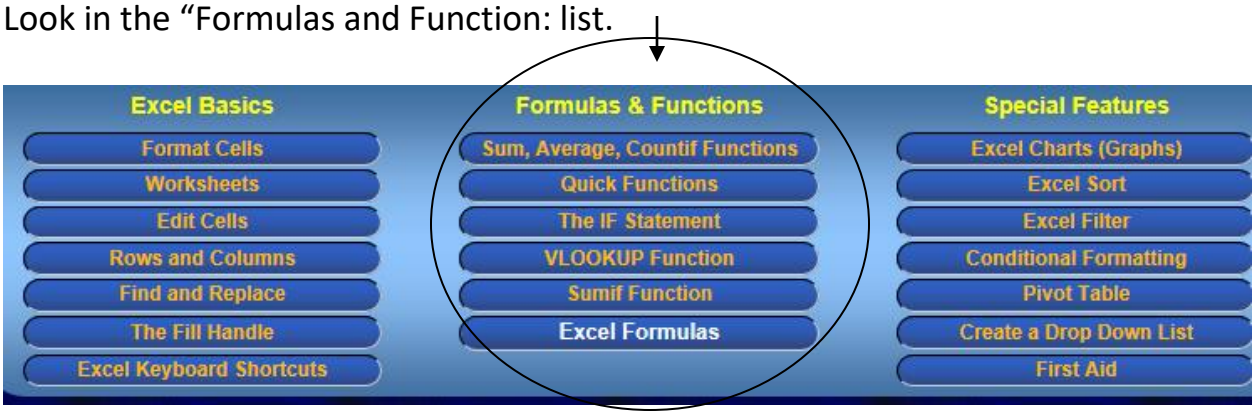
EXCEL BONUS ASSIGNMENTS

Use the following website to get your info to type and to watch the videos.
*There is no sound but there are written instructions that pop up.
http://www.free-training-tutorial.com/
Go down to MS Office Training and select: "Excel Formulas"



Look in the "Formulas and Function: list.



Excel Bonus 1:

- Go into the "**Sum, Average, Countif Functions**" button. Select "**Max, Min – Highest and Lowest Numbers**".
- Type the data given in the video (or click on the "**Try it** Yourself" button), and use a formula to find the highest and lowest grade as shown.
- Add additional rows to find "The highest grade in Math", "The lowest grade in Math, The highest grade in History", "The lowest grade in History", The highest grade in English", "The lowest grade in English".
- Format it to look nice like the video or like the previous assignments we have done in class.
- Save as "Excel Bonus 1".
- Don't print until you are done all these bonus assignments.

Excel Bonus 2:

- Go into the "**Sum, Average, Countif Functions**" button. Select "**COUNT – Counting the cells that contain numbers**". Watch the video but do not do the exercise. It will help you understand "Countif" that you will be doing next.
- Select "**Countif – Counting the cells that match specific criteria**". Prepare the exercise as shown in the video.
- Format it to look nice like the video or like the previous assignments we have done in class.
- Save as "Excel Bonus 2".
- Don't print until you are done all these bonus assignments.

Excel Bonus 3:

- Go to "**The IF Statement**" button. Select "**How to use the If statement (with texts)**.
- Watch the video and read the instructions.
- Open up "Excel Bonus 1".
- Add a column called "Average Mark" and then calculate the averages for the three subjects for each student. (Remember: Do it once and use fill for the rest.)
- Round the averages off to one decimal place. Ex: 86.7)
- Do an If Statement: If the average is greater than 75%, put "Great Job!" and if not, put "More Effort Required!".
- Format it to look nice like the video or like the previous assignments we have done in class.
- Save as "Excel Bonus 3".
- Test what happens when you change the "100" to a "40".
- Don't print until you are done all these bonus assignments.
- Don't save your changes.

Excel Bonus 4:

- Go to "**The IF Statement**" button. Select "**How to use the If statement (with calculations)**.
- Read the instructions and watch the video.
- Prepare the spreadsheet as shown in the vide.
- Save as "Excel Bonus 4".
- Don't print until you are done all these bonus assignments.

Excel Bonus 5:

- Read the section on "**Advanced If statement usage: Using multiple criteria with the "AND" and "OR" functions**".
- Open up "Excel Bonus 3". Delete the columns you added (Average and the comments).
- Perform the if statement using "And". Pay careful attention to the cell addresses in the formula. Yours may be in a different location.
- Format it to look nice.
- Save as "Excel Bonus 5a".
- Perform the if statement using "or".
- Format it to look nice.
- Save as "Excel Bonus 5b".

Excel Bonus 6:

- Go to the "**Sumif Function**" button. Read the instructions and watch the video.
- Prepare the spreadsheet as shown.
- Format it to look nice.
- Save as "Excel Bonus 6".

Excel Bonus 7:

- Go to the "**Excel Formulas**" and select "**Understanding absolute and relative referencing**". Read the instructions and watch the video.
- Now go back and select "Simple examples using absolute referencing). Watch the video.
- Prepare the spreadsheet for the cameras and calculating the tax and then the final total. Be sure to include a column to show what the tax amount is separately before finding the total.
- Format it to look nice.
- Save as "Excel Bonus 7"

Ask your teacher if she wants to mark them on the computer or if she wishes to print them off (along with the ctrl~ versions).