

MPA Computer Proficiency Exam
Fall 1997 (November 14, 1997)
Excel Exercise

On the disk you were given is the file 'GRADES.' This file contains the grades for a hypothetical class. Perform the following tasks using this file.

1. Add the following two students to the grade sheet:

Name :	Thomas, John	McCullum, Alicia
Exam #1:	82	65
Exam #2:	75	79
Exam #3:	81	84
Paper:	87	92
Participation:	94	65

2. Calculate the final average for each student. The three exams should each count 25% of the final average, the paper should count for 15%, and participation should count for the remaining 10%.

3. Calculate the class average for each exam.

4. Create a chart that shows the grade distribution for the final average. (A=90-100; B=80-89; C=70-79; D=60-69; F=below 60)

5. Sort the file alphabetically and save the sorted Excel file (with all the work listed above) with a filename as follows: xxxGRADE (where xxx are your initials).

6. In Word create a memo to the Head of Political Science. In your memo mention that the grade report is for PSC 100: Political Science, Spring 1999 semester. Identify the number of students in your class. Report the class average for each of the three exams you administered. Identify the final grade distribution. Import the chart for grade distribution from Excel into Word. Save your word document with a filename as follows: xxxGRADE (where xxx are your initials).

	A	B	C	D	E	F
1	PSC 100: Political Science					
2	Spring 1999 Grades					
3						
4	NAME	Exam 1	Exam 2	Exam 3	Paper	Participat.
5						
6	Stevens, Tony	64	70	73	85	75
7	Rivers, Tina	70	77	88	95	90
8	Beal, Jenny	77	83	79	88	80
9	Calhoun, Richard	69	43	81	78	75
10	Nixon, Rachel	91	90	86	95	88
11	Freeman, Ralph	44	26	54	78	80
12	Copely, Roy	61	67	70	85	80
13	Kimmett, Roger	77	85	86	85	85
14	Allen, Renae	83	86	92	85	88
15	Victor, Isaac	97	80	82	85	88
16	Albright, Alan	69	69	50	85	75
17	Bredder, Richard	96	92	92	98	85
18	Gaby, Brad	95	89	89	95	85
19	Hendrix, James	91	84	92	95	85
20	Fonzerelli, Arthure	87	79	84	85	80
21	Cunningham, Richar	76	73	80	82	80
22	Van Dyke, Robert	84	75	78	88	80
23	Thompson, June	82	84	78	88	85
24	Ashe, David	70	41	57	73	70
25	Pepper, Claude	79	84	77	82	80
26	Lemeiux, Felix	84	67	78	88	80
27	Regan, Rhonda	97	93	92	92	85
28	Walton, Christine	87	73	82	90	88
29	Census, James	65	38	84	85	85
30	Richardson, Natasha	79	75	85	75	75
31	Montana, Joseph	71	80	78	88	90
32	Hindes, Martina	96	80	96	98	95
33	Levert, Christine	98	95	96	98	95
34	Tucker, Peter	87	78	86	82	80
35	Blackwood, Rita	59	42	54	75	75
36	Mahler, Blake	84	92	93	90	90
37	Black, Susan	51	67	76	78	80