Creating Grade Sheets in Excel

Working with Excel Grade Sheets can be easily tailored to your individual needs, and is flexible as you progress through the term and things change. To get started, launch an Excel spreadsheet. Create a header similar to the worksheet attached, we can discuss how to do this if needed.

Excel Essentials

Copy/Cut/Paste

<mark>Copy</mark> – when you want to copy something from another document while leaving it intact in the original document.

    Click on the cells you want to copy, right click the mouse, click on 'copy' – it is copied – OR

    Click on the cells you want to copy, press Cntrl/C – it is copied – OR

    Click on the cells you want to copy, in the Clipboard section of the Home tab, click on the double page icon – it is copied.

<mark>Cut</mark> – when you want to cut something out of another document and move it to another place, removing it entirely from the original document.

    Click on the cells you want to cut, right click the mouse, click on 'cut' – it is cut out of the page – OR

    Click on the cells you want to cut, press Cntrl/X – it is cut out of the page – OR

    Click on the cells you want to cut, in the Clipboard section of the Home tab, click on the scissor icon – it is cut out of the page.

<mark>Paste</mark> – when you want to paste information you have either cut or copied from another document into a new document.

    Click to the location of the cells where you want to paste what you have previously cut or copied, right click the mouse, click on 'paste' – it is pasted onto that page – OR

    Click to the location of the cells where you want to paste what you have previously cut or copied, press Cntrl/V – it is pasted onto that page – OR

    Click to the location of the cells where you want to paste what you have previously cut or copied, in the Clipboard section of the Home tab, click on the paintbrush icon – it is pasted onto that page.

Insert/Delete and Hide Rows and Columns

<mark>Insert Rows/Columns</mark> – when you want to insert new rows or columns to add additional students or additional grades in a category.

    Click on the numbers of the rows or the letter of the columns you wish to insert, while highlighted right click the mouse, click on 'insert' – new rows/columns are inserted above/to the left of the highlighted rows/columns - OR

    Click on the numbers of the rows or the letter of the columns you wish to insert, while highlighted click on the Insert icon in the Cells section of the Home tab – new rows/columns are inserted above/to the left of the highlighted rows/columns.

==Delete Rows/Columns== – when you want to delete rows or columns to remove students or unnecessary rows/columns in a spreadsheet.

       Click on the numbers of the rows or the letter of the columns you wish to delete, while highlighted right click the mouse, click on 'delete' – highlighted rows/columns are deleted - OR

       Click on the numbers of the rows or the letter of the columns you wish to delete, while highlighted click on the Delete icon in the Cells section of the Home tab – highlighted rows/columns are deleted.

==Hide Rows and Columns== – when you want to make certain rows/columns not visible to the person viewing the spreadsheet, but want to retain the information in those rows/columns.

       Click on the numbers of the rows or the letter of the columns you wish to hide, while highlighted right click the mouse, click on 'hide' – highlighted rows/columns are hidden.

       To unhide rows/columns, click the two rows/columns on either side of the hidden rows/columns, while highlighted right click the mouse, click on 'unhide' – highlighted rows/columns are revealed.

Basic Information

==Sum== - quickly add the total of several cells.

       Type using the following format =SUM(E6:U6) - OR

       To do a quick sum, click 'alt ='. Cells that may appear to be those you wish to sum will be highlighted. If those cells are correct, press enter. If they are not correct, highlight the cells you wish to have summed – OR

       To do a quick sum, click the 'sum' icon in the Editing section of the Home tab. Cells that may appear to be those you wish to sum will be highlighted. If those cells are correct, press enter. If they are not correct, highlight the cells you wish to have summed – OR

       To do a quick sum, click the 'fx' icon below the ribbon on the Home tab below the 'font' section. Click on Sum, the formula will be inserted into the cell your cursor has highlighted and you will need to select those cells that should be included in the formula, then press okay. The sum of the selected cells will be displayed.

==Percent== – quickly determine the percent amount of a number

       Type using the following format =(V6/V16)*100

==Weighted Total== – quickly determine the weighted total of several numbers

       Type using the following format =(W6*W4)+(X6*X4)

==Freeze Panes== – freezes the spreadsheet so you can view the column and row header information

       Go to View on the ribbon, click on Freeze Panes, or Unfreeze Panes, as needed.