**Excel Project-1**

**Goal:** To create a grading RUBRIC for a class with 11 lessons to cover.

Steps:

1. Open a new Excel file
2. Type in cell A1 XL-Project T6- Name
3. Type in Cell A2 HISTORY CLASS TERM 5 2016
4. Type in B3 CREDITS
5. Type in C3 Lesson
6. Type in D3 Classwork
7. Type in E3 Quiz
8. Type in F3 TOTAL
9. Type in G3 Sum
10. Type in H3 Grade-A
11. Type in I3 Grade-B
12. Type in J3 Grade-C
13. Merge cells B4 &B5, B6 & B7, B8 &B9, B10 & B11, B12 & B13
14. In C4 through C13: Auto-number from 1 to 10
15. In D4 through D13: Auto-number by multiples of 5
16. In E4 through E13: Repeating series of 10,20,30
17. In column F: sum classwork & Quiz Scores per Lesson
18. Merge cells G4 & G5, G6 & G7, G8 & G9, G10 & G11, G12 & G13
19. In merged cell G4&G5, Create a formula to sum F4 & F5
20. Auto Fill column G: By Auto-copy formula in step 19
21. In Cell H4, create formula =3/4\*G4 then Auto fill column H
22. Merge H4 & H5, H6&H7, H8&H9, H10&H11, H12&H13; Then also columns I & J
23. In Cell I4, create formula =2/3\*G4 then auto-fill column I
24. In Cell J4, Create formula = ½\*G4 then Auto-fill column J
25. Insert a new column H (Right-Click on H then select command insert)
26. In the new column H, copy the values in sum from G4 through G13
27. Insert a new column I and type the symbol “DASH” from I4 to I13