# 2.3

Create Formulas, Rearrange Data, and Manage Multiple Worksheets

In this exercise, you will create formulas, insert and adjust rows and columns, and work with multiple worksheets.

1. Open **EX-2.3-Spring Grades** and save it as: **EX-2.3-Spring Grades Calculated**

*You teach an Excel Fundamentals class! You decided to delete one of the projects and add a second exam to the course and are now adjusting your grading worksheet to accommodate these changes. You also have two new students to add to the worksheet.*

1. On the **Sheet2** tab, add the information for two new students starting in **row 18**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First** | **Last** | **Student ID#** | **Quiz 1** | **Quiz 2** | **Project 1** | **Exam** |
| **Sam** | **Jameson** | **73098** | **98** | **87** | **97** | **99** |
| **Stephen** | **Johnston** | **11106** | **88** | **97** | **99** | **86** |

1. Delete **columns H and I**.
2. Change the text in the new **cell H5** to **Exam 1** and the text in **cell G5** to: **Project**
3. Insert two columns between **columns H and I** then enter **Exam 2** in **cell I5** and **Exam Total** in **cell J5**.
4. Select **cell B6** then sort the table alphabetically from A to Z by the Last column.
5. Enter the Exam 2 scores for all students:

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** | **Exam 2 Score** | **Student** | **Exam 2 Score** |
| Maddie | **85** | Irie | **80** |
| Emily | **86** | Sam | **92** |
| Madi | **91** | Stephen | **95** |
| Heidi | **79** | Drew | **73** |
| Holly | **67** | Dallas | **69** |
| Robin | **70** | Tim | **61** |
| Karaline | **91** | Daniel | **87** |

1. Calculate totals as indicated:

* Enter a formula in **cell F6** that adds the two quiz scores together.
* Enter a formula in **cell** **J6** that adds the two exam scores together.
* Enter a formula in **cell K6** that adds the quiz total, project, and exam total together.
* Use AutoFill to copy the three formulas down the worksheet to row 19.

1. In **cell** **L6**, create a formula that calculates the percentage grade for the student.

*Hint: The total points available in the course is 500.*

1. Using AutoFill, copy the formula to the **range L7:L19**.
2. Apply the **Percentage** number format to the **range** **L6:L19**.
3. Rename Sheet1 to **Fall** and Sheet2 to **Spring** then change the color of each (use different colors).
4. Move the **Spring** sheet to the left of the Fallsheet.
5. Delete **Sheet3**then make **Spring**the active sheet.
6. Save the workbook and then close Excel.