

## Section 2 – Entering data on a spreadsheet (5 marks)

In this section you will:

- Enter data (Title case for labels and no decimal places for integer)
- Format the spreadsheet (bold and centre the column headings and add borders)
- Add a validation rule
- Check your typing is accurate and applies rules of convention
- Make ready for printing (including headers & footers, rename sheet landscape view)

1. **Load up Excel and create the following spreadsheet**, adding a grid where appropriate. You should also make the labels bold. It would be helpful to wrap the text in cells in row 3. Highlight the row, and then click on **Format, Cells, Center, Center, Wrap text, OK**.

	A	B	C	D	E	F
1	Exam Results Year 10					
2						
3	<b>Name</b>	<b>English</b>	<b>Maths</b>	<b>Science</b>	<b>Total</b>	<b>Pupil Average</b>
4	John Pender	63	60	73	196	65
5	Ann Gunn	47	32	81	88	29
6	Don Brooks	80	85	89	254	85
7	Chris Daniels	39	51	44	134	45
8	Vivian Smith	45	50	49	144	48
9	Brenda Curtis	48	60	60	168	56
10	Tim Guest	75	71	68	214	71
11	James Trevorrow	22	27	21	70	23
12	Terry Williams	64	58	66	188	63
13	Gina Elliot	66	72	73	211	70
14						

What marks do I get for

Entering data – 1 mark  
 Formatting – 1 Mark  
 Accuracy – 1 mark  
 Validation – 1 mark  
 Headers & footers – 1 mark

2. **Adding formulas – Do not type data into columns E & F for the students**

Cell	Formula
E4	=B4+C4+D4
F4	=E4/3

Click in CELL E4 and then click on the white formula bar and enter the formula.

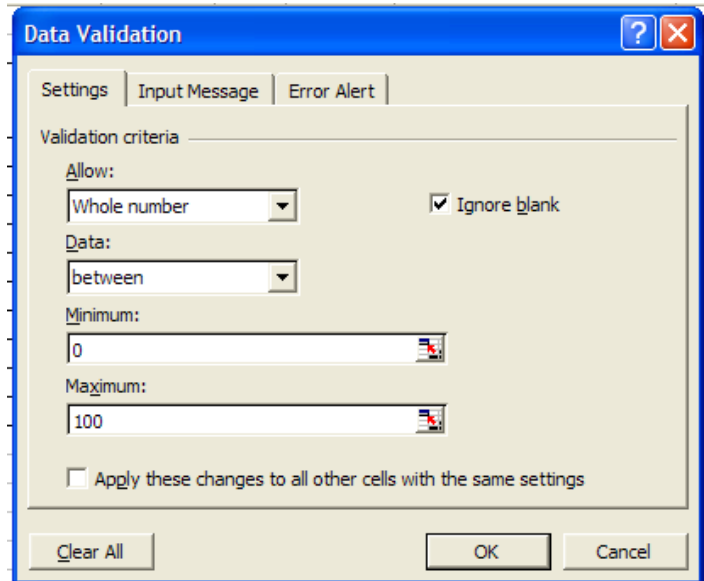
Total	Student Average
=B4+C4+D4	=E4/3
=B5+C5+D5	=E5/3
continue	continue

Highlight the rest of the column and use CTRL D to replicate the formula down.  
 Use to make the average into a whole number.

### 3. Validating the percentages for each student's scores.

To help with accuracy we can **validate** the data. All percentages must be between 0-100.

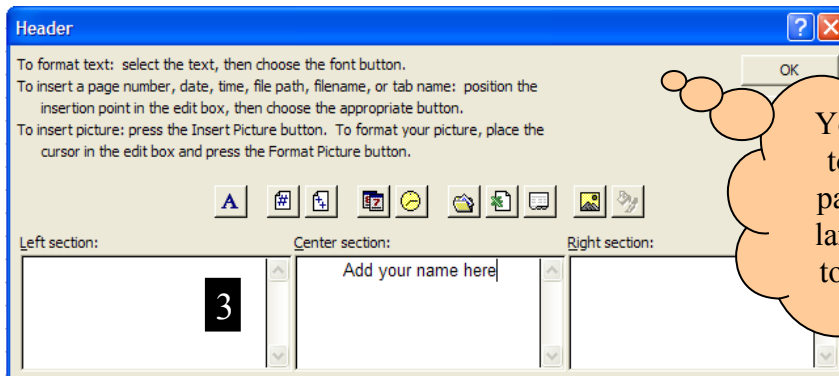
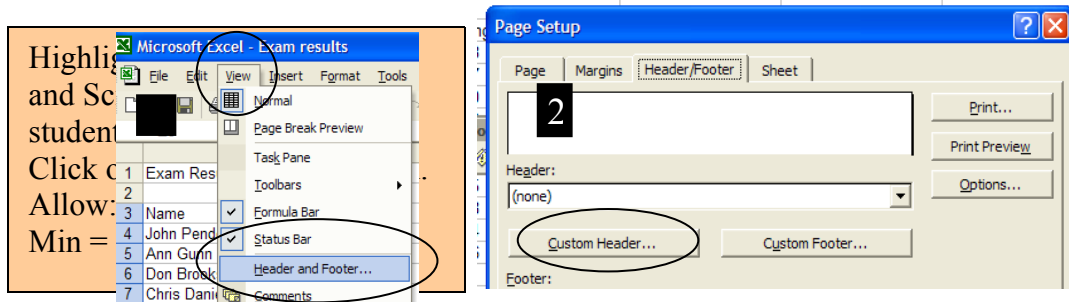
Name	English	Maths	Science
John Pender	63	60	73
Ann Gunn	47	32	9
Don Brooks	80	85	89
Chris Daniels	39	51	44
Vivian Smith	45	50	49
Brenda Curtis	48	60	60
Tim Guest	75	71	68
James Trevorrow	22	27	21
Terry Williams	64	58	66
Gina Elliot	66	72	73



Add a text box and explain what you have done in order to get the mark for validation.

### 4. Adding headers and footers

- Add your name to the header of the spreadsheet
- Add **Printout No 1** to the left hand section of the footer. Label it as showing **'Total marks and Student averages'** in the right hand section of the footer.



You will need to alter your page set up to landscape. Go to FILE, then

- Click on **OK** when you have finished your custom header.

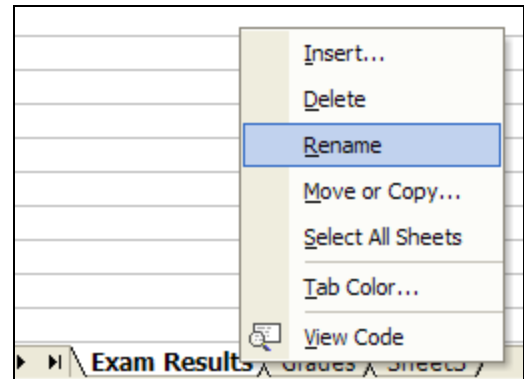
- Now add your footer in the same way.
- To see your headers and footers you will have to go to Print Preview. You cannot see them in normal edit view.
- You will need to add headers and footers to **all** of your printouts. It is not automatic in Excel.

## 5. Renaming the sheets

Rename Sheet1 at the bottom of your spreadsheet.

- ❖ Point at Sheet1 and press the right hand mouse button.
- ❖ Click on rename on the menu.
- ❖ Type in **Exam Results**

You will be asked to rename other sheets as you develop your spreadsheet.



Microsoft Excel - Exam results 06-07.xls

Next Previous Zoom Print... Setup... Margins Page Break Preview Close Help

Add your name here Exam Results

Exam Results Year 10

Name	English	Maths	Science	Total	Pupil Average
Jahn Pender	63	60	73	196	65
Ann Gunn	47	32	9	88	29
Don Brooks	80	85	89	254	85
Chris Daniels	39	51	44	134	45
Vivian Smith	45	50	49	144	48
Brenda Curtis	48	60	60	168	56
Tim Guest	75	71	68	214	71
James T rev orrow	22	27	21	70	23
Terry Williams	64	58	66	188	63
Gina Elliot	66	72	73	211	70

**Impossible Data!**  
You cannot get more than 100%.  
[Retry] [Cancel]

**Data Validation**  
Settings: Input Message Error Alert  
Validation criteria  
Allow: Whole number [checked] Ignore blank  
Data: between  
Minimum: 0  
Maximum: 100  
[Apply these changes to all other cells with the same settings]  
[Clear All] [OK] [Cancel]

Validation  
I have made a validation rule that stops anyone typing in more than 100 because the data are percentages

Printout No 1 10/09/2006 Pupil total marks and averages

Preview: Page 1 of 1 NUM 11:22

This is what the sheet should look like in print preview.

Check everything is correct. Print out this sheet and hand in for marking.

Congratulations. You have completed section 2. Go to section 3.