

Lesson E7:

Basic Graphing in Excel

Excel Final Assessment v5

Intro to Excel Final Assessment	
1.	Open the Starter Document on the E7 Page. There are Three tabs in this work Book. <u>Starting Scores</u> , <u>Midpoint Scores</u> and the tab titled: <u>WPM Data Table Sem 2 SY1819</u> . Save this document to the Excel Folder of Comp Apps/Click on the Sheet Tab titled WPM Data Table Sem 2 SY1819. Follow directions below.
2.	In cell A1 type the <u>label</u> : DATE in all capitals, boldface size 12 and Arial style font.
3.	In cell B1 type the <u>label</u> : Typing Progress Chart By <insert your full name here>. Boldface size 12 and Arial style font.
4.	In cell C1 type the <u>label</u> : WPM in all capitals, boldface size 12 and Arial style font.
5.	In cell B2 type the <u>label</u> : Starting WPM Score . boldface size 12 and Arial style font.
6.	In cell B3 type the <u>label</u> : Midpoint WPM Score . boldface size 12 and Arial style font.
7.	In cell B4 type the <u>label</u> : Final WPM Score . boldface size 12 and Arial style font.
8.	In the Starting Document, look to the Sheet Tab titled Starting Scores. Click the Starting Score Sheet tab, find your starting score and type it in cell C2. If your score isn't listed, see the teacher. <i>HINT: CTRL + F is the Find function which can help you search for your name in the list.</i>
9.	In cell A2, type the date of your starting score. Example: 2/5/19
10	Click the Midpoint Score Sheet tab, find your midpoint score and type it in cell C3. If your score isn't listed, see the teacher.
11	Locate your midpoint wpm score found on the sheet tab at the bottom of this page.
12	In cell A3, type the date of your midpoint score. Example: 5/10/19.
13	In cell C4 type the number of your Final Typing wpm score for today's date. Feel free to type a couple drills to see if you can increase your score.
14	Finding your FINAL SCORE. Your Final Score is found on the Typing Test Section of your Typing.com Account. It will be the first listed score as the most recent. However, if your final score is LOWER than your MIDPOINT Score, continue typing 1 minute tests, until you can beat the score.
15	Again, feel free to do a few Typing Tests to achieve the highest WPM score you can get.
16	In cell A4, type today's date. Again, this is your final score.
17	Create a Bar Column Graph from steps 18 - 27, just like we did in the Sales Forecast E-6 Lesson.
18	Select cells A1 through C4. Click INSERT TAB , click RECOMMENDED CHARTS , click CLUSTERED COLUMN (2 nd in the menu).
19	Change the Graph Title from: <WPM> to: Typing Progress Chart SY18-19 Semester 2 By <Insert Your Name Here>
20	The title should be size 20 Font and Bold.
21	Change each column bar to a different color. Three different colors for each column/bar. See #23 on how to change color of the bars.
22	How to change color? Left click on a column to select, left click again to isolate the column. Now, right click and use the FILL TOOL to pick a color.
23	Add Data Labels: Click the DESIGN TAB, click ADD CHART ELEMENT, choose Inside End in the menu to add data labels.
24	Add Axis Titles: Click the DESIGN TAB, click ADD CHART ELEMENT, choose AXIS TITLES in the menu. Add Horizontal & Vertical.
25	Primary Horizontal Axis Title is: WPM SCORES & the Primary Vertical Axis Title is: WPM SPEED
26	Move the Chart to a New Sheet: How? Right click the white background area of the graph. Click <i>Move Chart...</i> in the text box, click the dot for NEW SHEET. Name the Sheet Tab: How? Right click the TAB, click Rename, then type in WPM Progress Chart .
27	Save this file to your EXCEL folder of COMP APPS, keeping he same File Name: E7_wpm_data_sheet_sy1819_sem2
28	In cell B7 type the word Average (Bold, size 16 and Align Right) - this is a label.
29	In cell C7 type the formula for Average which starts with = Average() to determine the average of all three typing scores. HINT: = Average (c2:c4)

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30 Hint: Scores appear in cells C2, C3 & C4. You need to type a formula to find the average of those three cells. See HINT above....