5.08 Grade Averager

Total Points: 25

**Follow the steps below to create your own grade average in a new spreadsheet.**

# Part 1: Create the Template

1. Open a spreadsheet.
2. Type the following information the specific cells:
* Column Headings
* Cell A1 – Subject
* Cell B1 - First 9 Weeks
* Cell C1 – Mid Term Exam
* Cell D1 – Second 9 Weeks
* Cell E1 – Final Exam
* Cell F1 – Final Grade
1. Type the subjects you are taking under the **Subject** column (such as English, Math, History, Science, etc.).
2. Enter the following formula for the **Final Grade** in cell **F2**.

**=(B2\*0.4)+(C2\*0.1)+(D2\*0.4)+(E2\*0.1)**

This formula is based on a block schedule with:

* the 1st 9 weeks grade worth 40% of your average,
* the mid-term exam worth 10% of your average,
* the 2nd 9 weeks grade worth 40% of your average, and
* the Final Exam worth 10% of your average.
* You can talk with your guidance counselor or facilitator and find out what the percentage is for each of the items. You can change the formula based on the information. Having the formula accurate will help you see what your final grade will be.
1. Use the fill handle to copy the formulas down for each subject.
2. Click on the **Home** button and select **Save As**.
3. Select **Excel Workbook**.
4. Type **Averager** in the file name box.
5. Click on the arrow in the **Save as type** box (under the file name box).
6. Select **Excel Template**.
7. Click the **Save** button.
8. Close the template.

# Part 2: Use the Template

When you open the grade average template back up, you will not find it in the My Documents folder. You will need to follow the following steps to find the template you created.

1. Open your spreadsheet.
2. Click on the **Home** button.
3. Select **New**.
4. Click on **My Templates**.
5. Select the file you named **Averager** and click on **OK.**
* In the template, enter grades for each of the subjects listed under each column category.
* Make up grades for each of the subjects.
* Change the grades to see how a good grade will help a bad grade or a bad grade will pull down a good grade.
1. Click on the **Home** button.
2. Select **Save As**.
3. Type **Student Average** as the file name.
4. Make sure **My Documents** is the **Save In** box at the top of the Save As window.

# Submission

Submit both your template (Averager file) and the completed file with your grades (Student Average) to the dropbox.