



Gradebook for Greg

						Average
Spelling	95	100	100	90	100	97
Math	82	79	90	95	78	85
Computer	85	90	89	90	98	90
Social Studies	100	92	95	100	87	95
Language Arts	75	80	85	90	95	85
Spanish	100	95	90	100	100	97
Science	85	75	89	85	95	86
					Total Average	91

Click on cells to view formulas!

Grade Book Instructions

1. Select cells 1A-1J (you can go to how many cells you need). Then click on the button that says "Merge and Center" it is right next to Align Right. Then click out of it and type in "Grade Book for 'Your Name'".
2. Next, type in each class that you have in column A (you can go to how many cells you need).
3. Type in the word Average in cell 2H (you can go to how many cells you need). Then select cells 3H through 9H (you can go to how many cells you need). Then press the fx button (paste function) on the tool bar. Then make sure that it is on "average" and press OK. This will put an automatic formula in for you.
4. Then go down to cell G11 (you can go to how many cells you need) and type in the words Total Average. Then click on cell H11 (you can go to how many cells you need) and press the button fx. Make sure it is on average and click OK.
5. Then as you get grades put them in!!!!
6. If you want to you can get the averages down to have no decimals. You do this by highlighting all the cells that have averages in them and then click Format; it is up at the top. Then look where it says Decimal places and make the number go to 0.