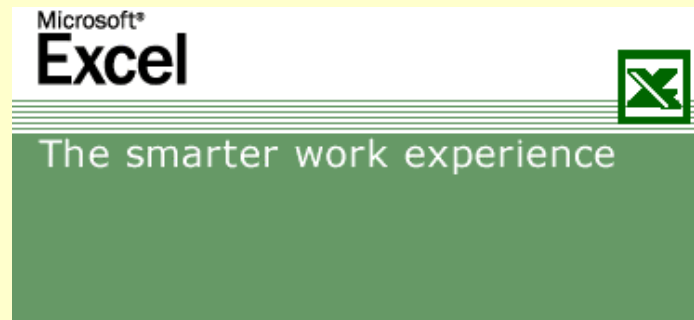


Microsoft Excel: A Gradebook



Shawn Fitzpatrick

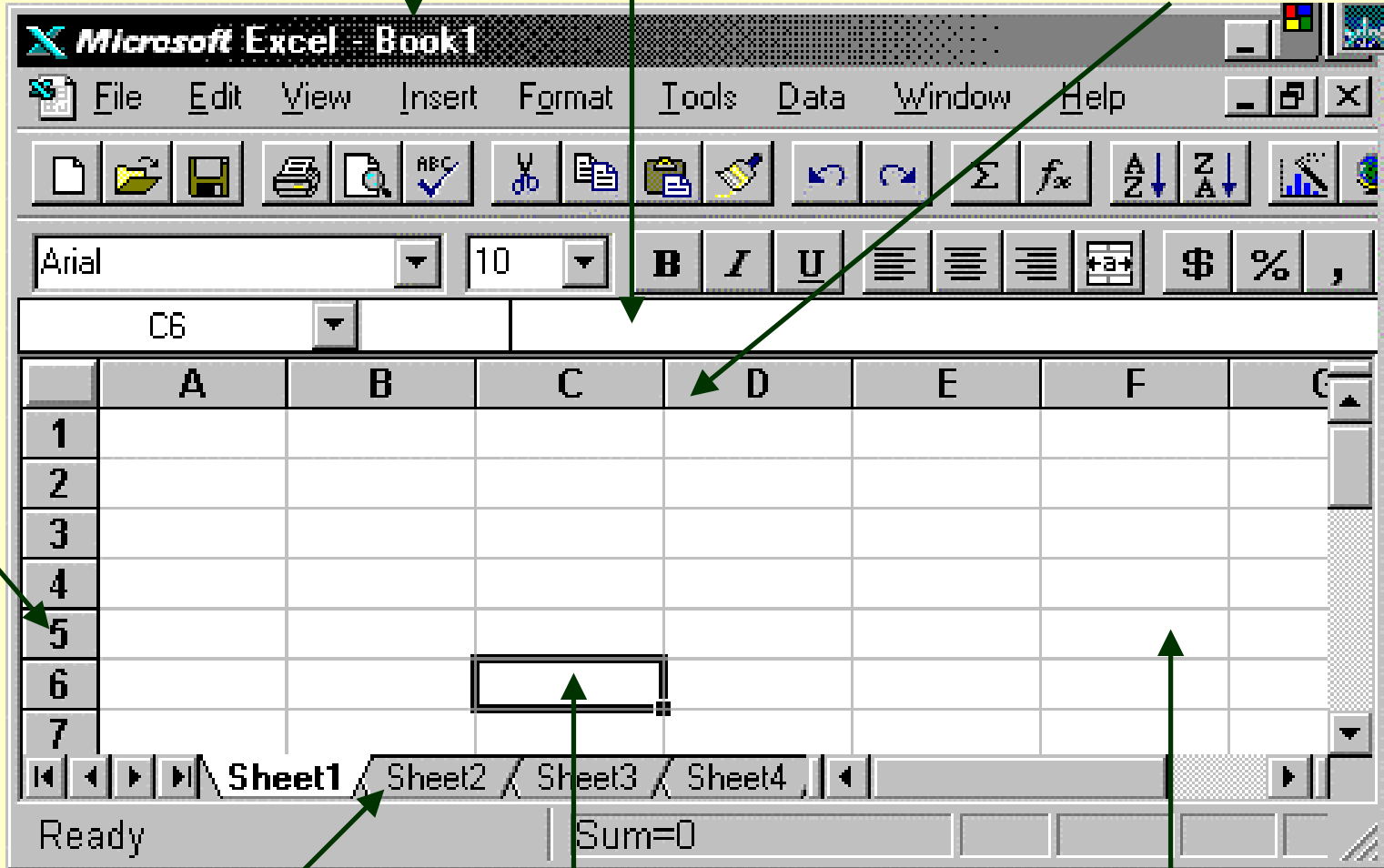
Agenda

- Learn basic terms and movement for Excel
- Learn how to enter grades and compute averages
- Create your own gradebook

Workbook and
File Name

Formula Bar

Column



Row

Worksheet
Name

Active
Cell

Cell

Moving Around

Tab key: moves the active cell to the right

Shift + Tab: moves the active cell to the left

Enter key: moves the active cell down

Shift + Enter: moves the active cell up

Control + Home: Returns cursor to cell A1

