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QUESTION 1

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

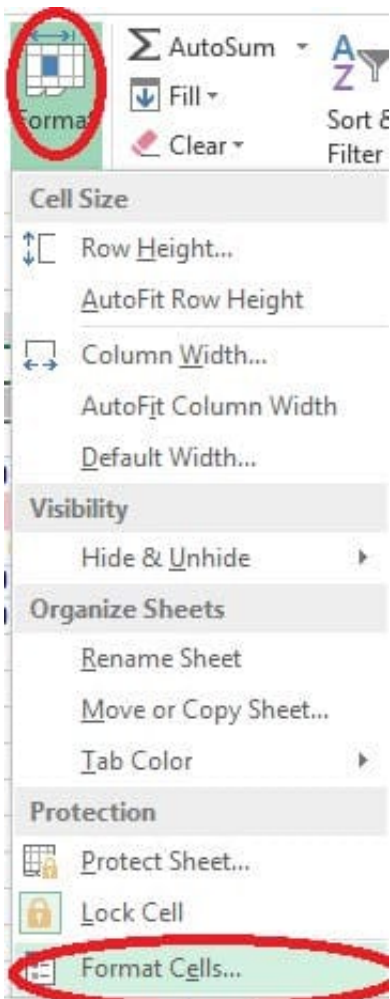Locale (location): English (United States)

Correct Answer: Use the following steps to complete this task in explanation:

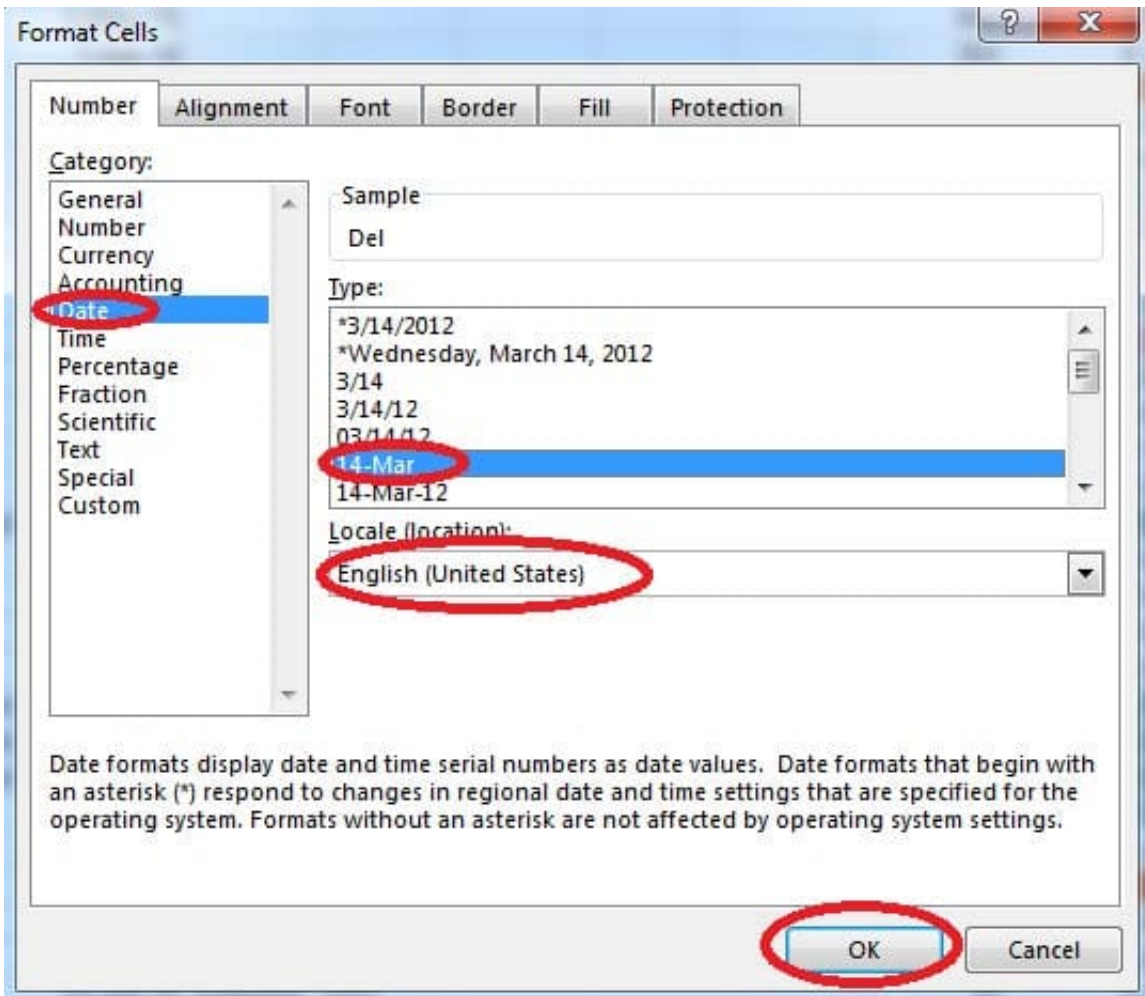Step 1: Open the correct worksheet(Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4:On the Home tab, under Format, choose Format Cells.

Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.

QUESTION 2

Formula.

Count the number of 0 homework scores for each student.

Cell range F7:F29

Use function COUNTIF

Range: all possible homework scores for each student on "Section 3" worksheet.
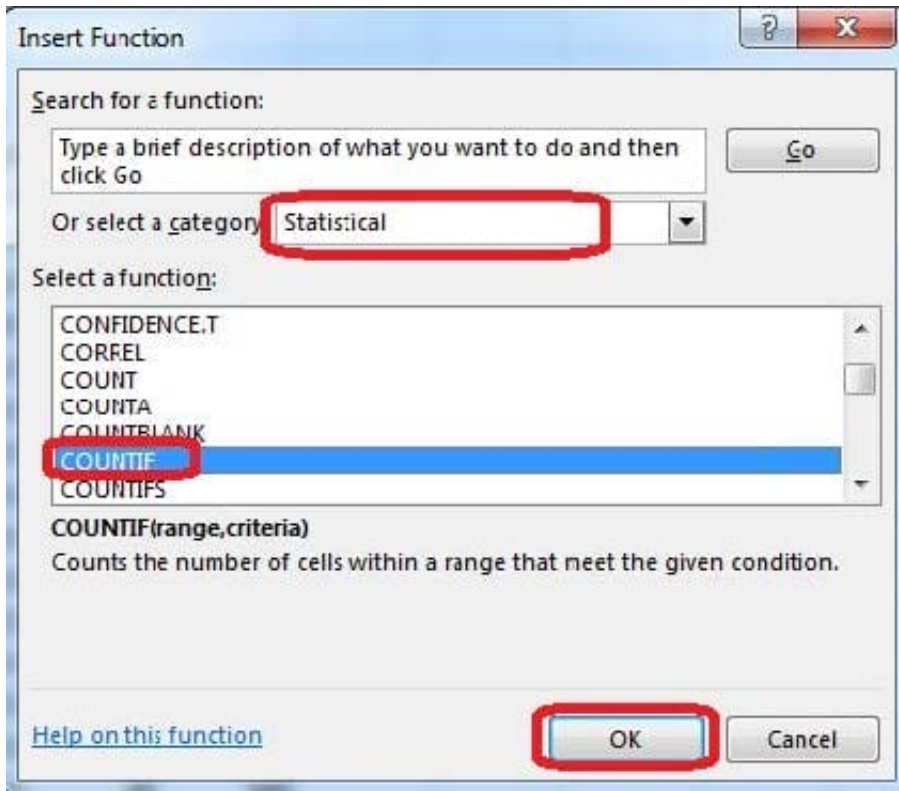
Criteria: 0

Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click cell F7, and the click the Insert Function Button.

Step 2: In the Insert Function dialog box select Category Statistical, select function COUNTIF, and click OK.

The function Arguments Dialog box appears:

Step 3: Click on the Section 3 tab (left bottom part of the window).

Step 4: Locate the data for the first student. This well be cell range C2 to N2. Click C2 and then Shift-click cell N2.Press Enter.

=COUNTIF('Section 3'!C2:N2+'Section 3'!C2:N2)

	B	C	D	E	F	G	H	I	J	K	L	M	N
10274	2	4	6	0	10	12	14	16	0	20	22	24
10255	1	2	3	4	5	6	7	8	9	10	11	12
10431	5	10	15	20	25	30	35	40	0	50	55	60

Function Arguments

COUNTIF

Range   3'!C2:N2+'Section 3'!C2:N2   = {4,8,12,0,20,24,28,32,0,40,44,48}
Criteria   [   ]   = any

=

Counts the number of cells within a range that meet the given condition.

Range   is the range of cells from which you want to count nonblank cells.

Formula result =

Help on this function   OK   Cancel

18	20	22	24
9	10	11	12
45	50	55	60
81	90	99	108
117	130	0	156
153	170	187	204
189	210	231	252
225	250	275	300
261	290	319	348
297	330	363	396
333	370	407	444
369	410	451	492
405	450	495	540
441	490	539	588

Step 5:In the Function Arguments Dialog box, in the Criteria field type: 0. Then click the OK button. Step6: Copy cellF7 downwards until cellF29.

Function Arguments

COUNTIF

Range   'Section 3'!C2:N2   = {2,4,6,0,10,12,14,16,0,20,22,24}
Criteria   0   = 0

= 2

Counts the number of cells within a range that meet the given condition.

Criteria   is the condition in the form of a number, expression, or text that defines which cells will be counted.

Formula result = 2

Help on this function   OK   Cancel

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6			Average	Minimum	Maximum	0 Scores
7			10.83333	0	◇ 24	2
8			6.5	1	12	
9			28.75	0	60	

Result will be like:

Average	Minimum	Maximum	0 Scores
10.83333	0	◇ 24	2
6.5	1	12	0
28.75	0	60	1
13	2	24	0
5.916667	0	12	1
32.5	5	60	0
58.5	9	108	0
58.5	0	156	3
110.5	17	204	0
136.5	21	252	0
162.5	25	300	0
188.5	29	348	0
214.5	33	396	0
240.5	37	444	0
266.5	41	492	0
292.5	45	540	0
318.5	49	588	0
344.5	53	636	0
370.5	57	684	0
396.5	61	732	0
422.5	65	780	0
448.5	69	828	0
474.5	73	876	0

QUESTION 3

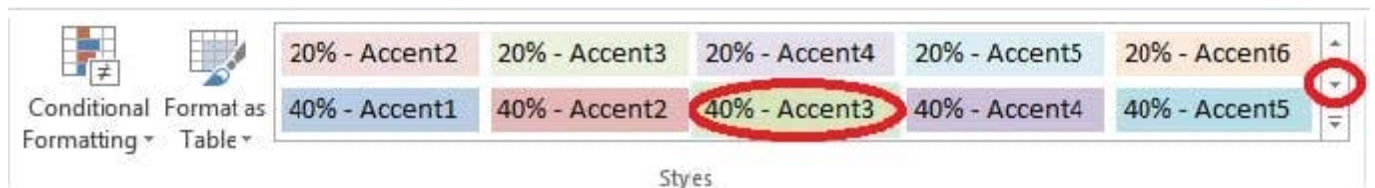Apply a cell style Cell range A2:S2 Style 40% - Accent3

Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Open the correct worksheet(Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4:On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.

QUESTION 4

Modify the text in the title.

Cell A1.

Text "Math 1080 - Section 3 Assignments"

Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click cell A1 Step 2:Change the text by typing to: Math 1080 - Section 3 Assignments

QUESTION 5

Add conditional formatting.

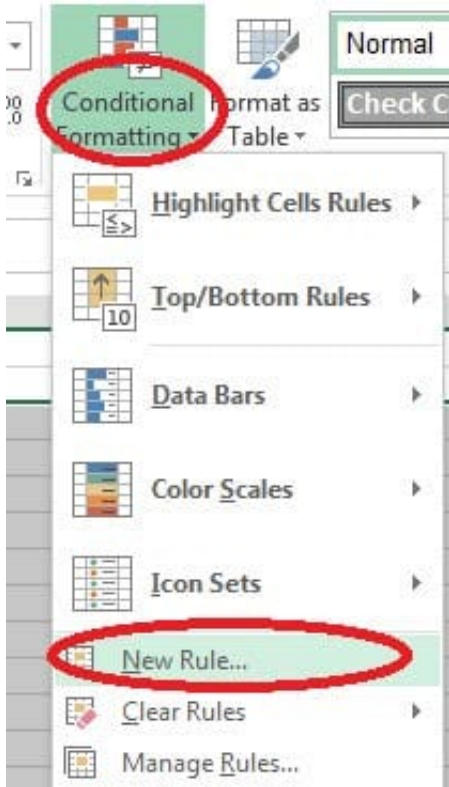Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70"

Maximum: Number, "25"

Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click cell C3

Step 2:Shift-Click cell S25.

Step 3:On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...

Step 4:In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green. Step 5:In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.

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