

# Using Vlookup Function Spreadsheet Assignment 1

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**Note: This assignment should be done using Google Sheets**

## Before You Begin

1. Watch this video: [Using the Vlookup Function](#) **NOTE: for this assignment, you will only need to watch the first 6 minutes of the video. There may be a “lag” before the audio starts.** **Watch and do:** while watching the video, you should open Google Sheets and do the tasks demonstrated in the video.

## Assignment

For this assignment, you are to assume you want to analyze your grades in a class. Assume in the class, you only have three exam grades. You are to create a spreadsheet similar to the one below (make up your own data). Assume the grading scale for this class is 90 - 100 = A, 80 - 89 = B, 70 - 79 = C, 60 - 69 = D, Below 60 = F Create a table in your spreadsheet and use the table to “lookup” the letter grade based on the average. So, if you change an exam grade, and the average changes, the letter grade will change accordingly. In the following example, if exam 2 is changed to 50, the letter grade would automatically change to D

Name the spreadsheet **yourname-my grades** and be sure it is in your **BCIS 1305 yourname** folder (which was shared with me in previous assignment)

**NOTE: The letter grade MUST be calculated using the vlookup function.**

	A	B	C	D
1				
2	<b>My Grades</b>			
3				
4	Exam 1	69		
5	Exam 2	78		
6	Exam 3	90		
7				
8			Letter Grade	
9	Average	79.00	C	

## Submitting your Assignment.

For the **Using Vlookup assignment 1** in Blackboard, create a link to the **yourname-my grades** document. For the link text, use **yourname-my grades**. NOTICE you are to submit the link to the actual spreadsheet. To get the link, open the spreadsheet and copy the URL from the address box. Be sure the spreadsheet is in the **BCIS 1305 - yourname** folder and the folder has been shared with me properly.