Note: This assignment should be done using Google Sheets

Before You Begin

1. Watch this video: <u>Using the Vlookup Function</u> **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 are a teacher and you want to analyze grades for the first exam. You are to create a spreadsheet similar to the following (make up your own data). Assume the grading scale is 90 - 100 = A, 80 - 89 = B, 70 - 79 = C, 60 - 69 = D, Below 60 = F Name the spreadsheet **yourname-Exam 1 analysis** and be sure it is in the **BCIS 1305 yourname** folder (which was shared with me in previous assignment)

NOTE: The letter grade MUST be calculated using the vlookup function. Also, the first student's letter grade must be copied down for the other students – you will need to use absolute cell references for this.

Exam 1 Analysis by Yourname		
Student	Exam 1	Letter Grade
Jui Nguyen	60	D
Quinn Rozell	70	С
Latisha Ivenson	55	F
Jesus Rodriguez	95	А
James Wilson	44	F

EXTRA HELP: If you are having difficulty constructing the table for this assignment, here is a link to give you some additional clarification to help you. Be sure you have watched the video first: https://csus4.com/Excel/ConstructingtheTablefortheVlookupAssignment.pdf

Submitting your Assignment.

For the Using Vlookup assignment in Blackboard, create a link to the Yourname -

yourname-grades document. For the link text, use **Exam 1 Analysis**. 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.