

EXCEL ACCURACY PROJECT

Student name

Period

Date

January

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4													
5													
6		1	60	123	12	105	15000	1.23	*autosum				
7		2	50	456	16	95	68000	4.56					
8		8	20	789	28	65	32000	7.89					
9		2	90	147	36	55	12000	3.69					
10		9	80	258	84	15	45000	2.58					
11		3	30	369	98	25	65000	1.47					
12		1	40	963	25	45	78000	9.63					
13		4	70	852	14	5	23000	8.52					
14		6	10	741	12	35	46000	7.41					
15		2	20	987	14	65	28000	9.87					
16		3	80	654	10	25	39000	6.54					
17		9	60	321	78	85	17000	3.21					
18		8	90	100	65	75	18000	1.67					
19		5	20	200	12	15	24000	9.43					
20		2	30	300	45	45	91000	2.68					
21		7	40	400	32	65	37000	2.48					
22		4	60	500	98	75	82000	5.55					
23		6	10	600	12	95	55000	0.75					
24		3	20	700	45	35	10000	0.55					
25		2	30	800	82	15	20000	0.25					
26		7	20	900	25	5	88000	0.35					
27		1	50	10000	12	55	22000	0.45					
28		Month Total	*autosum	*autosum	*autosum	*autosum	*autosum	*autosum	*autosum				
29		Month Average	=AVERAGE(B6:B28)										
30													
31													
32													
33													
34													
35													
36													

Directions:

Enter the data into Cells A1 to H27.
 Highlight A6 and A7. Point to the corner and hold down your mouse and drag to row 27. That should fill in the numbers.

Drag January in the same way over to Column H.

THIS PROJECT IS ALL ABOUT ACCURACY. TYPE THE NUMBERS IN COLUMNS B TO H USING THE KEYPAD ON THE RIGHT.

Saver every 5 minutes. In Cell B28, click on the AUTOSUM icon in the upper right hand corner of the HOME Tab. Add up all of Row 28 and Column I in this manner.

On Row 29, you are going to put in the AVERAGE formula by clicking on the triangle next to the AutoSum icon and choose AVERAGE. Do that for Columns B to i on row 29.

Page Layout, Orientation, Landscape. Click on Margins, Custom and change the Left, right, top and bottom to .50. Click on the Gridlines to Print.

Ctrl +A and change the font to size 13. Ctrl +F2 to make sure that everything fits on 1 page and print.