

**Accounting 1**  
MS Excel Assignment 1  
Aloha High School  
Mr. Mikos

**Assignment:**

Open a new MS Excel WORKBOOK

Name and save the new WORKBOOK: “My Grade Report1” in your Excel Practice folder in your Dropbox Drive

- Name the WORKSHEET “Fall Semester Grades”
- In cell A1 type your full name
- In cell A2 type: Fall Semester Grades
- In cell A3 type: Class Name:
- In cell B3 type: Letter Grade:
- In cell C3 type: GPA Value
- In cell A4 type you first period class name
- In cell B4 enter the letter grade you received for that class for the first semester of this year
- Repeat this process in cells A5 and B5 and so on for all of your classes.
- In cell C4 type the GPA value of the letter grade in the corresponding row (A=4, B=3, C=2, D=1 and F=0). Continue with every row for which you have a class listed.
- Adjust the Column Width so that all information fits in the cell properly.
- Create a new WORKSHEET named “Spring Semester Grades”, copy all of the data from Fall Semester Grades.
- Change the entry in cell A3 to: Spring Semester Grades
- Change all of the grades and GPA values to what you anticipate you will receive or hope to receive for your Spring grades.

Please show Mr. Mikos when finished...