

Adapting Spreadsheet Templates (Microsoft Excel)

Stephen Titchenal, Program Specialist – Technology, CH-UH City School District

S_Titchenal@chuh.org 216-320-2340

Adapting Item Scoring

1. Define Standard Abbreviations and enter for each test item
2. Enter correct answer (letters (A,B,C,D,E...) or “X” if extended response to be entered a number.
3. Enter number of points for a correct answer. (maximum for extended response)
4. Enter the weight for that item. (in most cases this is “1”)

To Add Test Items.

1. Click on the last column label of the current Test Items to select that column
2. Choose **Insert->Columns** from the **Insert** Menu as many times as needed.
3. This must also be done on the scoring worksheet and formulas must be filled right into the new columns.

To Add Students beyond the last line with formulas

1. Select the formulas on the last line for the current number of students and the empty cells needing formulas for the new students.
2. Choose **Fill Down** from the **Edit** Menu (Control-D)
3. If you are working with the scoring spreadsheet, you will need to insert the same number of rows on the Scoring Worksheet.

To Create Charts

1. Select the rows and columns you wish to chart. You can use the control key to select non-contiguous rows. Be sure to include the rows with labels first.
2. Choose **Insert->Chart** from the **Insert** Menu
3. In the Wizard choose the chart type (Line, Bar or Column are good first choices). Click Next.
4. Choose Row or Column to determine whether students or items are displayed in columns. Click Next
5. Optionally, enter Chart and Category and Value Titles. Click Next
6. Place Chart – New Sheet is recommended – Give sheet a name. Click Finish.

Printing

1. Select the area you wish to print
 - a. Use the mouse to drag through the cells or
 - b. Select the upper left cell, hold down the shift key and select the lower right cell or
 - c. Select multiple sections by holding down the control key while select additional cells
2. Choose **Print Area->Set Print Area** from the **File** menu.
3. Choose **Print Preview** from the **File** menu
4. To adjust the printing options:
 - a. Click **Margins** button to adjust the white space at edges of document (margins)
 - b. Click **Set Up** button to the reduce or enlarge the print size to fit on the paper.
5. Click **Print** to choose the printer and print the document.

Help Menu -> Microsoft Excel Help provides extensive documentation for Excel features
Help Menu -> Microsoft Office Online opens the Microsoft Office website with additional help, tutorials, templates, downloads, etc. <http://office.microsoft.com/>

===== Advanced Options =====

Format Menu -> Cells allows you to format the numbers, their color, borders and background

Format Menu ->AutoFormat... will suggest formats for the spreadsheet table

Format Menu ->Conditional Formatting... will allow you to specify different cell formats depending on the value in the cell.

Columns or Rows can be adjusted in size by dragging the line between the row or column labels or by choosing **Format Menu -> Row** or **Column**

Editing Formulas

- Formulas begin with an “=” sign.
- Formulas use functions (Insert->Function)
- Functions refer to cells with a column letter and row number (A1, B2, C3)
 - By default cells are referenced relative to the cell the formula is contained in.
 - By placing a “\$” in front of the column letter and/or row number the cell will always reference that cell even when the formula is copied. (A\$1, \$B2, \$C\$3)
 - A range of cells can be referenced by the top left and bottom right cell with a “:” between them. (A1:C3, A2:A5)
- To complete the formula press the enter key.
- Array Formulas have “{ }” surrounding them. They calculate using every cell in the defined range of cells. If you edit these formulas, complete the formula by pressing **Shift-Control-Enter** keys simultaneously.