Microsoft Excel Exercise II
(Class Attendance)

1. Start with Cell A1. Type **Reading Class Attendance Report**. This will be the title for our table.

2. Move to Cell A2. Type **Student Name**.
   Type **ID** in Cell B2.
   Type **Counselor** in Cell C2.
   Type **Monday** in Cell D2.
   Type **Tuesday** in Cell E2.
   Type **Wednesday** in Cell F2.
   Type **Thursday** in Cell G2.
   Type **Friday** in Cell H2.
   These entries will be the column headers for our table.

3. Move to Cell A3. Type **Phillips, A.**.
   Type **Anderson, T**. in Cell A4.
   Type **Garcia, N.** in Cell A5.
   Type **Lewis, B.** in Cell A6.
   Type **Tipton, L.** in Cell A7.

4. Enter the ID # for each student (this info should be in the B column):

Student Name	ID #
Phillips, A.	123
Anderson, T.	234
Garcia, N.	345
Lewis, B.	456
Tipton, L.	567

5. Enter the counselor for each student (this info should be in the C column):

Student Name	Counselor
Phillips, A.	Smith, A.
Anderson, T.	Brown, P.
Garcia, N.	Sanchez, M.
Lewis, B.	Brown, P.
Tipton, L.	Sanchez, M.

6. Enter each student's attendance under the appropriate day in that row. **Enter the time in minutes.**
   - A. Phillips was in class 2 hours on Monday, 1 and 1/2 hours on Tuesday, 0 hours on Wednesday, and 2 hours on Thursday and Friday. **For example for Monday, you would put** *120* **in Cell D3.**
   - T. Anderson was in class 2 hours every day of the week.
   - N. Garcia missed class Monday, was in class 2 hours Tuesday, Wednesday, and Thursday, but was an hour late on Friday.
   - B. Lewis was in class 2 hours Monday, Tuesday, and Friday, missed class on Wednesday, and left 15 minutes early on Thurs.
   - L. Tipton missed class on Monday, but was in class on time the rest of the week.

7. Total the individual students' attendance. Put the total at the end of the row. For example, for A. Phillips, you would move to Cell I3 and hit the **S** (sigma) button on the toolbar. This will sum the row to the left. You should see the formula **=SUM(D3:H3)** above the spreadsheet. Hit **Enter**. The sum will be inserted in Cell I3. Do this for each of the students.

8. Total the individual days' attendance. Put the total for each day at the bottom of each column. For example, for Monday, you would move to D8 and hit the **S** button on the toolbar. This will sum the column above. You should see the formula **=SUM(D3:D7)** above the spreadsheet. Hit **Enter**. The sum will be inserted in Cell B8. Do this for each of the days.

9. Total the week's attendance. Move to Cell I8 and hit the **S** button on the toolbar. You should see the formula **=SUM(I3:I7)** above the spreadsheet. Add **/60** to the formula above before hitting **Enter**. This will divide the total time by 60 so that our total is in hours (1 hour equals 60 minutes). You should see the formula **=SUM(I3:I7)/60** above the worksheet. Hit **Enter**. You will see the total in hours in Cell I8.