Unit Project | Data: Spreadsheets and Databases

Objective

Show understanding of Microsoft Excel including functions, charts, sorting, formatting (including conditional formatting), and displaying data to serve your purpose (e.g. - show how more hours worked on Thursdays relates to more money).
Students will use the data provided, add to it as necessary, make use of appropriate functions, create appropriate charts and format it in a professional look.

Students will turn in:

- A **PDF version** of the final 1-page sheet

Assignment

- Use **ProjectSourceData.xlsx** data that will be displayed as an Excel spreadsheet. **You may add data and you may hide existing data, as long as that data is used somewhere else** (e.g. - in an IF statement, formula, or graph)
- **At least FOUR DIFFERENT functions** must be used in the spreadsheet including **sum, average, min/max, if.**
- At least two **formulas** that do something different than a function
- Two of the functions/formulas must be used in a repeated manner per row using relative references of data. That is to say**, EACH row could sum the items for that row, then the total for all of these row sums could be totaled at the bottom (e.g. - autofill).**
- Must have an **If statement nested with a second if statement**.
- You must also create **TWO DIFFERENT** kinds of **charts/graphs** appropriate for the data in your spreadsheet
- You must use **conditional formatting** to make data stand out in a relevant way
- This data needs to be presented in a way that is **easy to read, clearly informative,** and **professional looking/pleasing to the eye**
- The final spreadsheet and charts **MUST fit on a single sheet in the final PDF AND be clear and readable**

Grading

Data (20 points)

- Use all the correct data from **ProjectSourceData.xlsx**
- No data can be deleted or hidden **unless** used in another part of the spreadsheet
- You may (and should) add extra data
- A quick **glance** at the spreadsheet should make it **obvious** what it is trying to tell the user and also **clearly have titles and headers**. If I have to work to discern what you are trying to convey, this will lose points.

Functions (25 points)

- Your spreadsheet must have at least **four** different functions and **two** unique formulas that are relevant to the data (i.e. the **count** function may not make sense in all cases) that can be easily observed by the reader
- Must have **at least ONE** If statement with a second **nested** If statement within it

Charts (25 points)

- Use two **different** types of charts that display relevant data
- All charts should be **properly labeled and easy to read**
- The chart must be **appropriate to the data** used (e.g. - pie charts show parts of a whole and line graphs show change over time)

Aesthetics (30 points)

- The chart looks professional and neat
- Formatting is used to make parts of that data stand out, including shading, borders, fonts, rounding decimals, conditional formatting, etc.
- The charts and data must fit on **a one-page PDF with minimum white space**