



Extension

Extension 1: More Charts, sorts, and print.

1. Print the sorted listing of the spreadsheet with at least 3 of the middle columns hidden.

To hide columns, reduce the chosen range to zero (0).

2. Sort the spreadsheet in another sequence using at least two fields (one must repeat for the second field to sort in a sequence).

3. Create at least 2 **different** charts. Experiment!

Each chart should have:

- An appropriate legend (series is NOT appropriate).
- A title.
- A label for both the X- and Y-axis.

4. Save these charts as **CHART3.CWK** and **CHART4.CWK**.

Extension 2 Grade book that reads other grade books

Work through the exercise on pg. 199-201. Use the students (our class) in the database Address Book as your students.

Extension 3: Check Register

Using the exercise "Lock Titles and Sort cell" (pg. 196-198), create a checking account record.

Extension 4: Using Excel

Create a self-grading quiz using your topic. Have a place for student's name, directions, and a function that totals grades. Hide the column containing the grading column ("If" statement). Use appropriate colored background and graphics. Save as **QUIZ.CWK**.