

Spreadsheet Pre-Assessment

Mrs. Richardson is the sponsor for the National Honor Society and is responsible for keeping track of the students' community service hours. Make a spreadsheet of the following data with a column for total hours per student and a group total. Use formulas to make all calculations.

Richard Andrews 2 8 1 1 2 2

Susan Wright 3 3 8 1 1 4

Lisa Baggett 2 2 1 1 3 8

Bob Ross 3 3 2 8 2 2

You want to show your principal how many hours the students have worked. Make a bar or stacked chart of the students' hours and the group total.

Print your worksheet with the chart. Also, print a separate page that shows your formulas. Staple your papers together and turn them into the box when complete.