

## Exp19\_Excel\_Ch11\_Cap\_Donors

### Project Description:

You are a development officer for a state university. As an officer, you manage a portfolio of important donors who contribute financially to different areas within the university. You categorize the donors based on the college or school for which they want their donations associated. You recently downloaded the portfolio to an Excel workbook. Based on the way the data downloads from the main database, you want to format the text for readability and to make it easier for you to analyze. In addition, you will create an advanced filter to review a list of donors for a particular college or school. Finally, you want to create a look up area to look up data for a specific donor and create a summary section.

### Steps to Perform:

Step	Instructions	Points Possible
1	Start Excel. Download and open the file named <i>Exp19_Excel_Ch11_Cap_Donors.xlsx</i> . Grader has automatically added your last name to the beginning of the filename.	0
2	The first column displays the name of the college or school (such as <i>ART</i> or <i>BUSINESS</i> ) associated with each. You want to assign a three-character code for each college and use that code to attach to existing donor IDs to create a unique field.  In cell B6, insert the <i>LEFT</i> function to extract the first three characters from the college name in cell A6. Copy the function to the range B9:B35.	5
3	You now want to combine the college ID and donor ID.  In cell D6, insert the <i>CONCAT</i> function to combine the college ID in cell B6 with the donor ID in cell C6 with a hyphen between the two text strings. Copy the function to the range D9:D35.	5
4	In cell J6, insert a text function that displays the college name from cell A6 with just the first letter capitalized, such as <i>Engineering</i> . Copy the function to the range J9:J35.	5
5	The Full Name column displays last and first names of the donors. You want to display last names only in a separate column.  In cell F6, type <i>Schneider</i> and use <i>Flash Fill</i> to fill in the last names for the donors in the range F9:F35.	5
6	The Address column contains street addresses, city names, and state abbreviations. To manage the address list better, you will separate the data into three columns.  Select the addresses in the range G6:G35 and convert the text to columns, separating the data at commas.	10
7	The top-left section of the spreadsheet is designed to be able to enter a donor's ID, such as <i>ENG-15</i> , and look up that person's position in the list, display the donor's full name, and display the amount donated this year. The first step is to identify the position number of the donor ID.  In cell B3, insert the <i>MATCH</i> function to look up the donor ID in cell B2, compare it to the list in the range D6:D35, and then return the donor's position within the list.	5
8	Now you are ready to use the position number as an argument within the <i>INDEX</i> function.  In cell B4, insert an <i>INDEX</i> function that uses the range D6:I35, looks up the row position number from the <i>MATCH</i> function result, and then uses the column position number for Full Name.	5

# Chapter 11 Excel Grader Project

**Ron Mansfield**



## Chapter 11 Excel Grader Project:

How Do We Know They're Getting Better? John Barell,2012-01-18 Boost your students 21st century skills How do we measure students inquiry problem solving and critical thinking abilities so that we know they are prepared to meet the challenges of the 21st century John Barell explains how inquiry leads to problem solving and provides specific steps for pre formative and summative assessment that informs instruction of 21st century skills Included are examples that show how to use today s technology in the classroom and how to use inquiry to develop and assess students ability to Think critically and creatively Collaborate with others Become self directed learners Adapt and become resourceful Develop a sense of leadership responsibility and global awareness The authors challenge teachers to reflect on their own learning thinking and problem solving processes as well as those of their students The text provides frameworks for monitoring students progress and guidelines for communicating with parents Teachers will find examples from all grade levels that show how to observe and assess students growth in their development of 21st century capacities making this a timely and valuable resource

*Twelve Best Practices for Early Childhood Education* Ann Lewin-Benham,2015-04-24 Popular author Ann Lewin Benham draws on her experience with the Reggio Approach to present 12 best practices inspired not only by Reggio but also by play based and Montessori approaches to early childhood education These practices are demonstrated one per chapter with scenarios from classrooms dialogues of children and teachers and work samples showing the outcome of using each practice This resource includes a self assessment tool to assist you in examining your practices and those of your school *From*

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consider the works of the three Spiralist authors both individually and collectively and so fills an astonishingly empty place in the assessment of postcolonial Caribbean aesthetics Touching on the role and destiny of Haiti in the Americas Haiti Unbound engages with long standing issues of imperialism and resistance culture in the transatlantic world Glover s timely project emphatically articulates Haiti s regional and global centrality combining vital big picture reflections on the field of postcolonial studies with elegant close reading based analyses of the philosophical perspective and creative practice of a distinctively Haitian literary phenomenon Most importantly perhaps the book advocates for the inclusion of three largely unrecognized voices in the disturbingly fixed roster of writer intellectuals that have thus far interested theorists of postcolonial Francophone literature Providing insightful and sophisticated blueprints for the reading and teaching of the Spiralists prose fiction Haiti Unbound will serve as a point of reference for the works of these authors and for the singular socio political space out of and within which they write

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