These instructions were written so that my daughter (age 14) could help my wife average the grades for my wife's third grade class in the event that I was not available to help. My wife reads the grades aloud to the data entry person starting with the number of 100s. Using this method the two of us can finish averaging 120 grades (six subjects/20 students) in approximately 20 minutes. It's a lot faster than using a calculator and gives my wife the flexibility of using her standard grade book for initially recording the grades.

The cells are protected to prevent inadvertent elimination of the calculation routines. If you need to unprotect the spreadsheet the password is "grades" (all lowercase).

---

**Instructions for Using the Grade Averaging Spreadsheet**
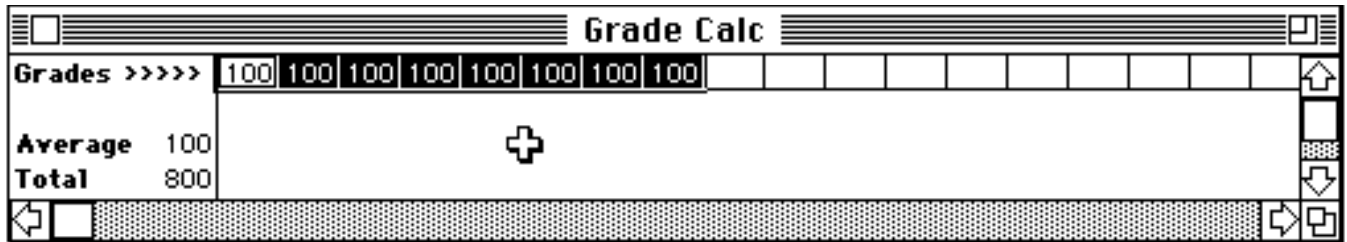**"Grade Calc"**

1.  Double-click on the Grade Calc icon and a window just like the one shown below will appear on the screen. (There's now a "Count" function, too.)
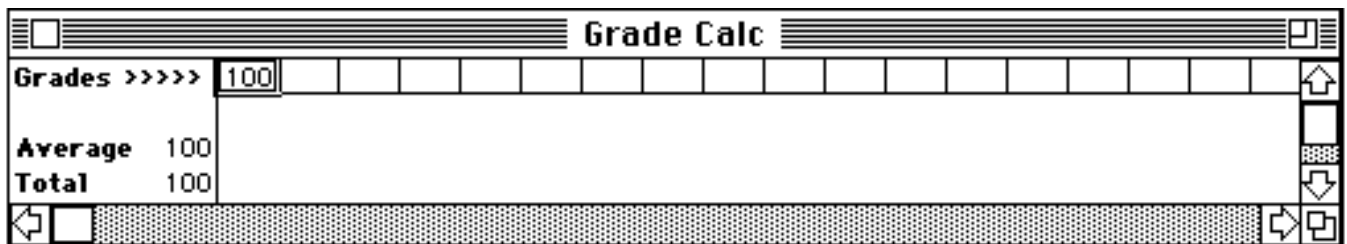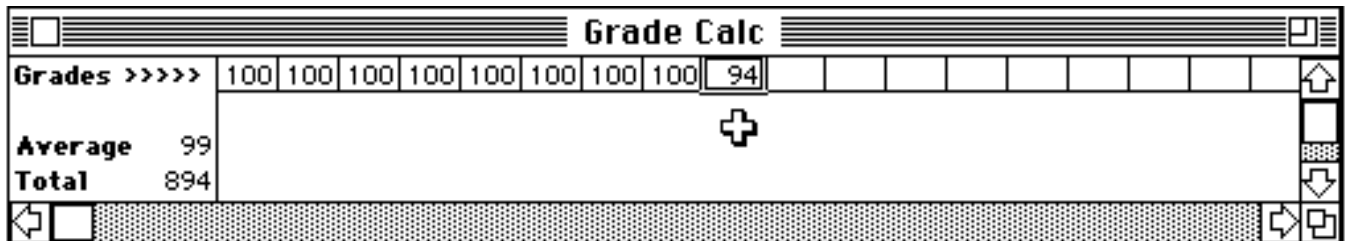


2.  The grades for each subject of each student are entered on the line labeled "Grades >>>." Note that the first box on the line already has a "100" in it.

3.  Mom will tell you how many 100s there are for that student's set of grades. With the first column of the "Grades >>>" row selected (it will have an "extra" box around it), hold down the button on the mouse and roll the mouse to the right. Stop when the number of 100s that Mom has given you matches the number of columns in the box in the upper left-hand portion of the screen. In the example the number of columns that has been "selected" is represented by the number "8" in the box labeled 1R x 8C. What you have selected is an area 1 row by 8 columns. The value of the number to the left of the "C" gets larger or smaller as you roll the mouse to the right or left.
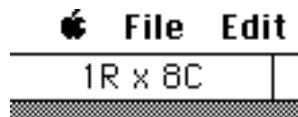


Let loose of the mouse button when the number to the left of "C" equals the number of 100s that Mom has given you. Hold down the command key (this is key just to left of space bar on the keyboard that looks like a highway interchange) and type the letter "r" at the same time. This is the Fill Right command. The result will look like the following picture. Again, the number of 100s that are entered will depend upon how many columns you selected in the "Grades >>>" row.

```
┌──────────────────────────────────────────────── Grade Calc ════════════════════════════╗
│▐□▐───────────────────────────────────────────────────────────────────────────────────▐□▐│
│Grades >>>>> │100│100│100│100│100│100│100│100│  │  │  │  │  │  │  │  │ △│
│                                                                                         │
│Average   100                          ╬                                                 ▓│
│Total     800                                                                           ▽│
│◁□▐░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░▷▐📁│
└─────────────────────────────────────────────────────────────────────────────────────────┘
```

4.  Using the mouse, "click" on the column next to the last 100 that was entered and enter the grade that Mom gives you. Press the Tab key and tab to the next column in that row and enter the next grade. Continue to do this until Mom gives you the last grade for that student's subject. When she's finished giving grades, read her the number that is to the right of the word Average. In this example, that number is 99.

```
┌──────────────────────────────────────────────── Grade Calc ════════════════════════════╗
│▐□▐───────────────────────────────────────────────────────────────────────────────────▐□▐│
│Grades >>>>> │100│100│100│100│100│100│100│100│ 94│  │  │  │  │  │  │  │ △│
│                                                                                         │
│Average    99                          ╬                                                 ▓│
│Total     894                                                                           ▽│
│◁□▐░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░▷▐📁│
└─────────────────────────────────────────────────────────────────────────────────────────┘
```

5.  When you've finished calculating the subject grades for a given student, you'll need to "clear" the spreadsheet. Do this by "clicking" on the last column in the Grades >>>> row and dragging to the left. Stop at the second "100" from the left, like the example, below. Now, press and hold the Command key while you type the letter "b". This will "clear" all of the numbers that you have entered, except for the first 100. If you prefer, you can hold down the shift key and click on the second 100 (Shift/Click) to select the entries and then hold down the Command key and type the letter "b".

```
┌──────────────────────────────────────────────── Grade Calc ════════════════════════════╗
│▐□▐───────────────────────────────────────────────────────────────────────────────────▐□▐│
│Grades >>>>> │100│100│100│100│100│100│100│100│ 94│  │  │  │  │  │  │  │ △│
│                                                                                         │
│Average    99    ╬                                                                       ▓│
│Total     894                                                                           ▽│
│◁□▐░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░▷▐📁│
└─────────────────────────────────────────────────────────────────────────────────────────┘
```
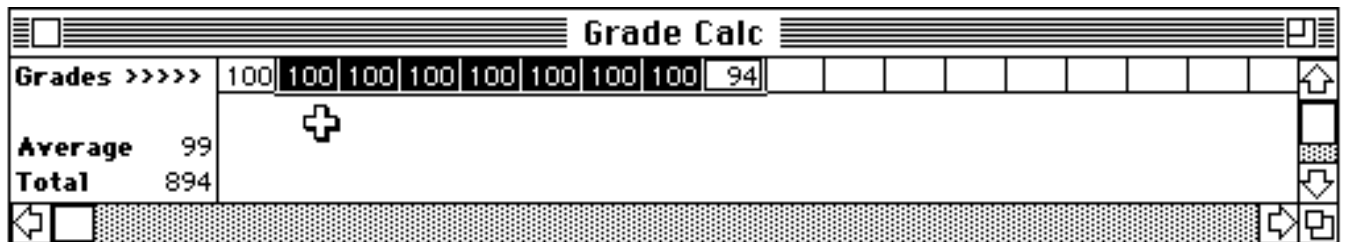
6.  Go back to step "6" and repeat this cycle for each set of subject grades for each student.

    If you make a mistake after you've entered a score and have tabbed to the next column, use the mouse to point and click on the column with the incorrect number in it. All you have to do is type the correct number and it will automatically replace the incorrect number, when you press the Tab key or Enter key.

7.  When you've finished entering all of the grades for Mom, select the "Quit" Command from the File Menu. When the dialog box appears asking you whether or not you want to save the changes that you've made, click on the "No" button.

**That's It!!**