# Advanced Work on your Excel file
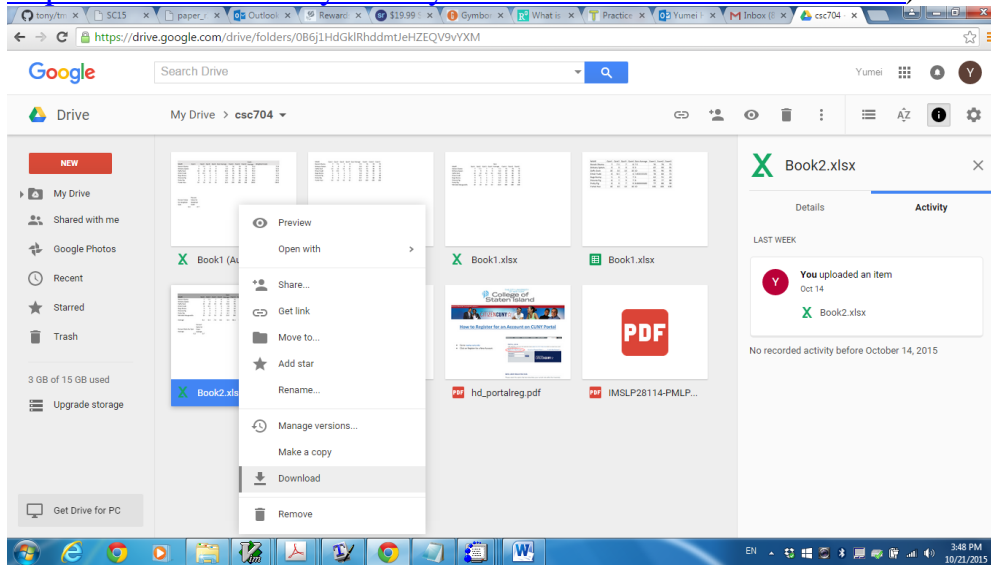
Log in to your google drive, and find your excel file that you have saved last time, right click and click "Download" on the listed menu. (If you cannot find your file in your google drive account, you can download it from our course web page: http://www.cs.csi.cuny.edu/~yumei/csc704/csc704Fall15.html)



You can either find the file in the folder of "Downloads" or you can see the file on the left bottom corner of your window, open the file. Click the button "Enable Editing", and then click the button "Enable Content". You get the following window:



Now type "Range" in cell M1, "90-100" in cell M2, "80-89.9" in cell M3, "70-79.9" in cell M4, "70-69.9" in cell M5, "<60" in cell M6. Type "Num of students" in cell N1 and "Percentage" in cell O1. Wrap the text if needed.
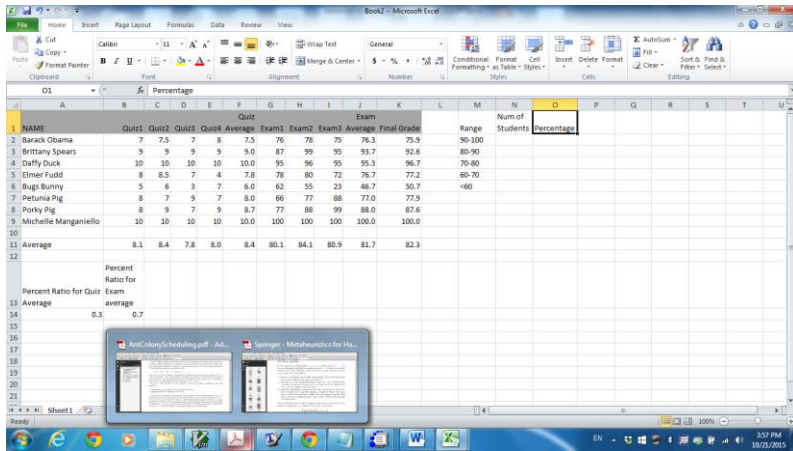
In cell N2, type the formula: COUNTIF(K2:K9, ">=90")

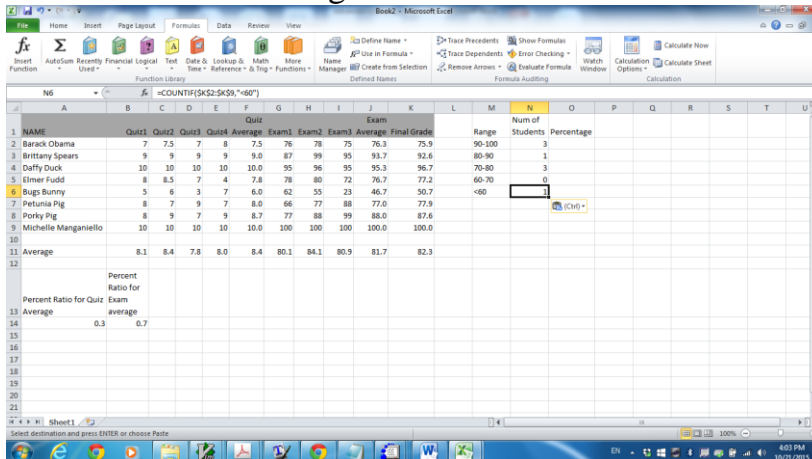And in cell N3, type the formula: COUNTIFS(K$2:K$9, ">=80", K$2:K$9, "<=89.9")

Copy cell N3 to cell N4 and N5,

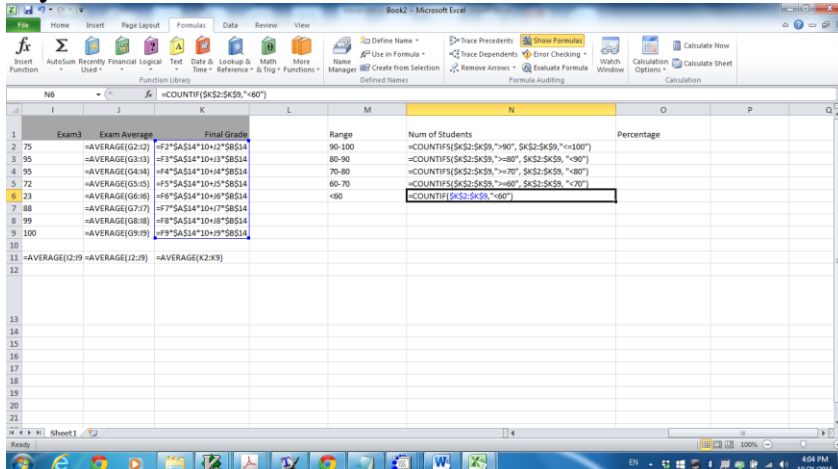Change formula in cell N4 to: COUNTIFS(K$2:K$9, ">=70", K$2:K$9, "<=79.9")

and formula in cell N5 to: COUNTIFS(K$2:K$9, ">=60", K$2:K$9, "<=69.9")

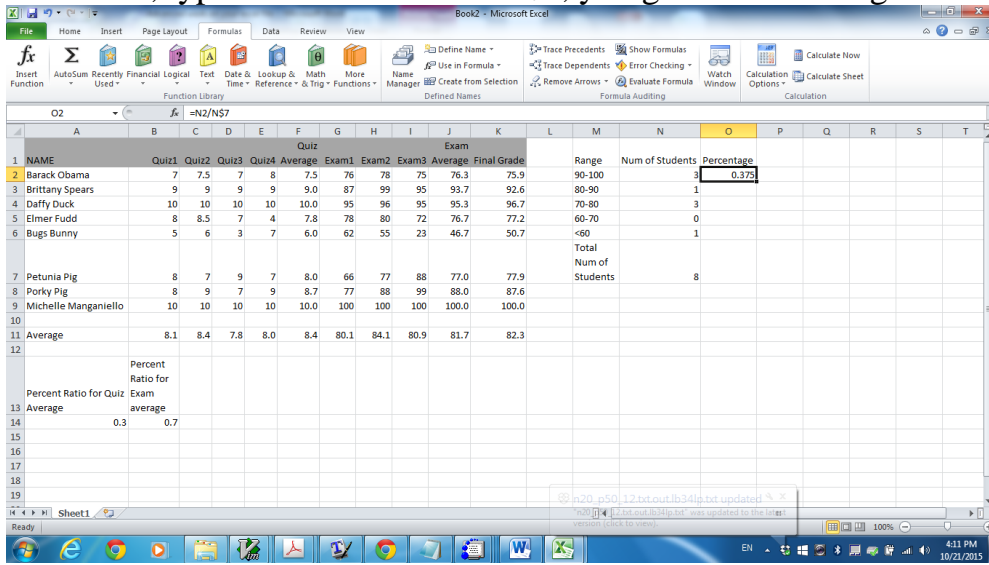Type formula in cell N6: COUNTIF(K2:K9, "<60")
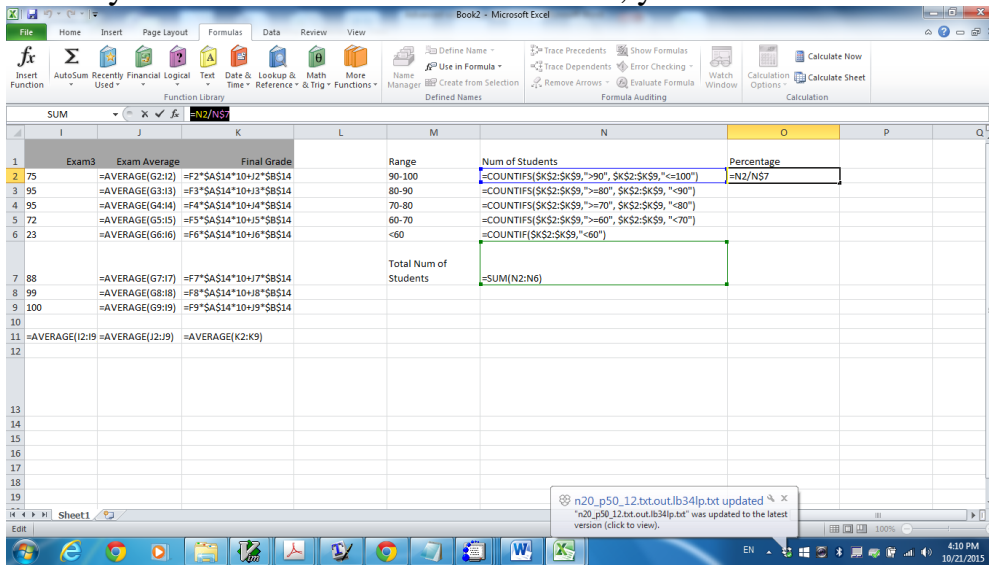
You have the following window:



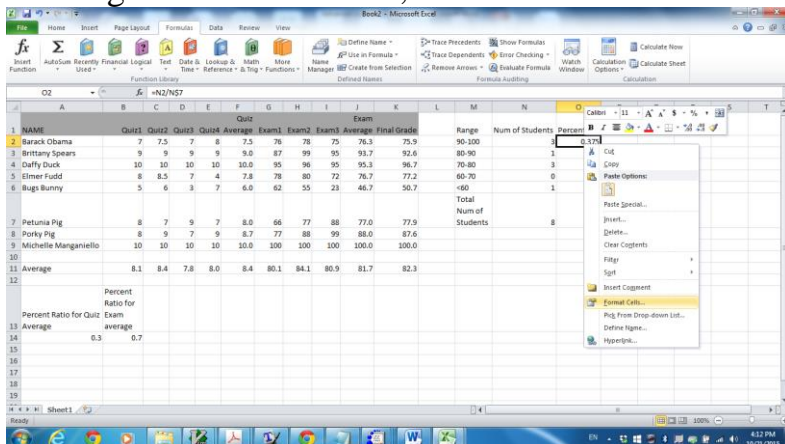If you click the formula tab and click "show formulas" icon, you get:

In cell M7, type "Total", and in cell N7, type the formula: =SUM(N2:N6)
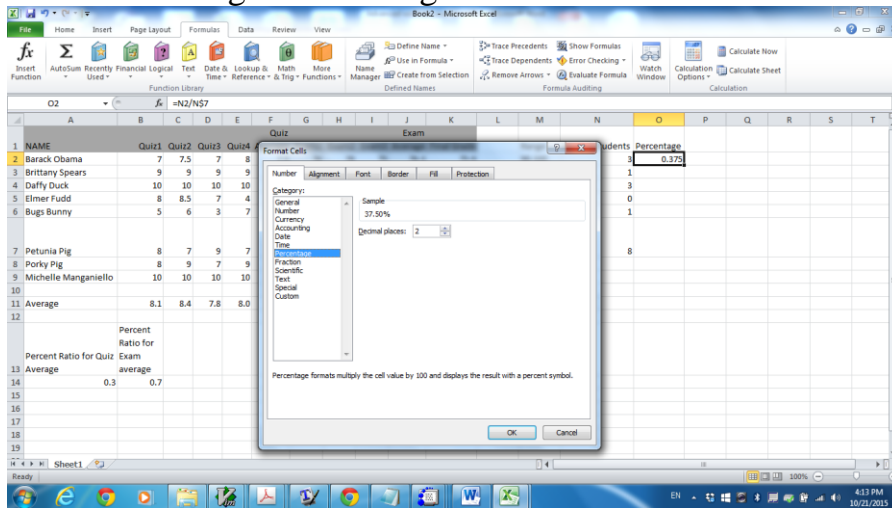In cell O2, type the formula: =N2/N$7, you get the following window:
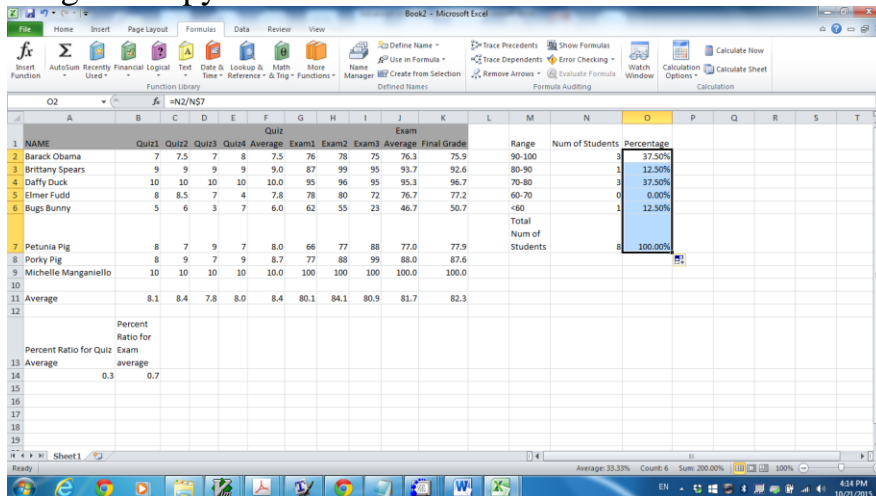


And if you click the icon "show formulas", you will see:



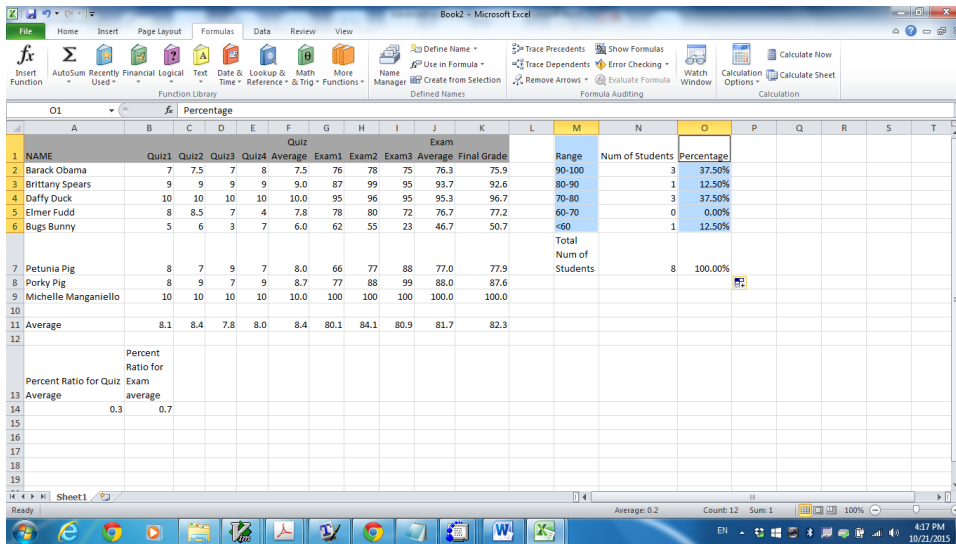Now right click the cell O2, and click "format cells…" in the listed menu:
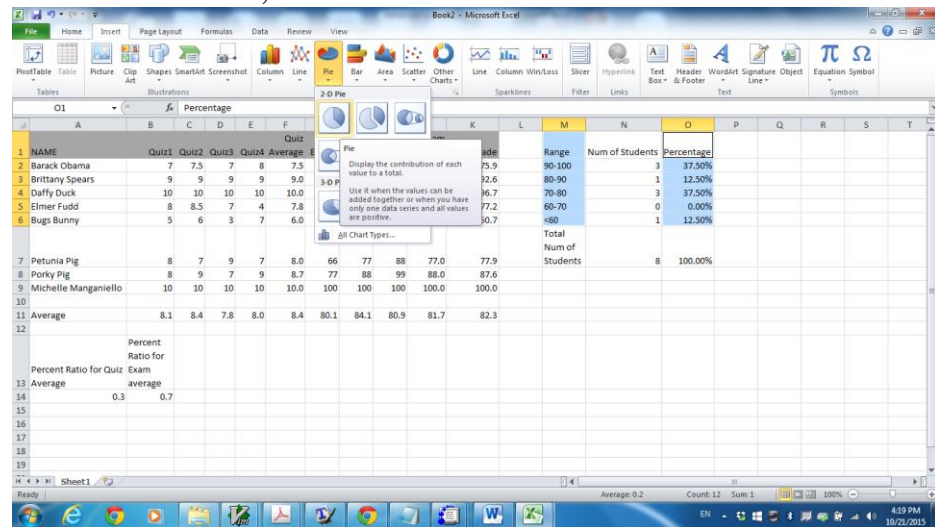
Select Percentage under categories:



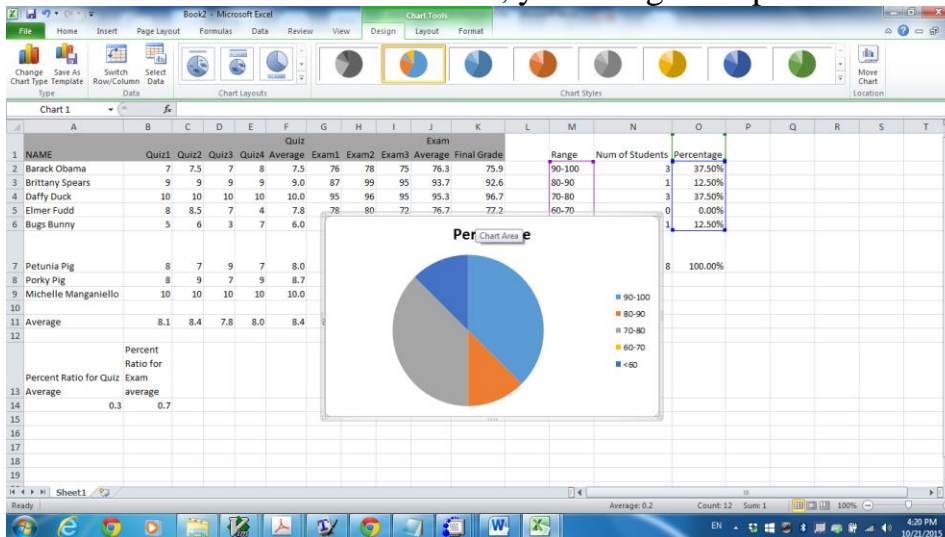Drag and copy the formula to cells O3 to O7.



Click cell M1 and drag to M6 to highlight all these cells, hold "ctrl" key on your keyboard, and click cell O1 and drag to O6 to highlight these cells too.
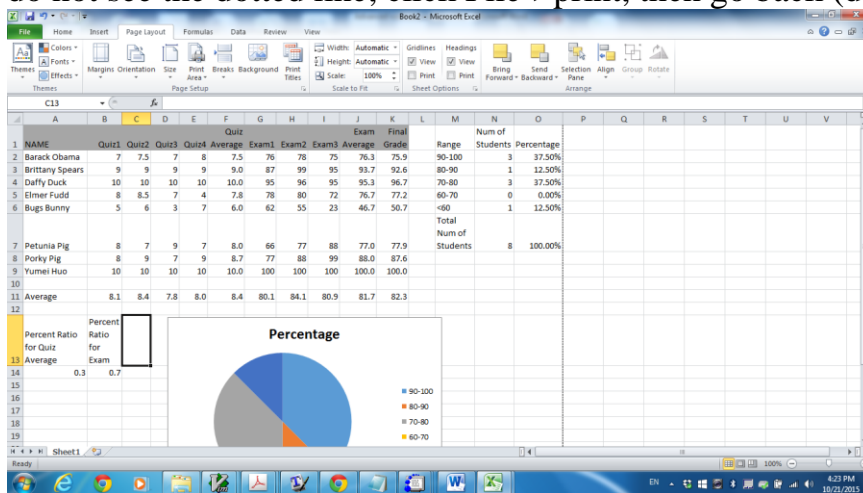
Click "Insert" tab, click "Pie" icon as follows:



Then click the first 2-D Pie button, you will get the pie chart as follows:

Adjust all columns and move pie chart so that they are displayed nicely in one page with landscape orientation (that is, everything is on the left side of dotted line. If you do not see the dotted line, click File->print, then go back (do not print now!).).
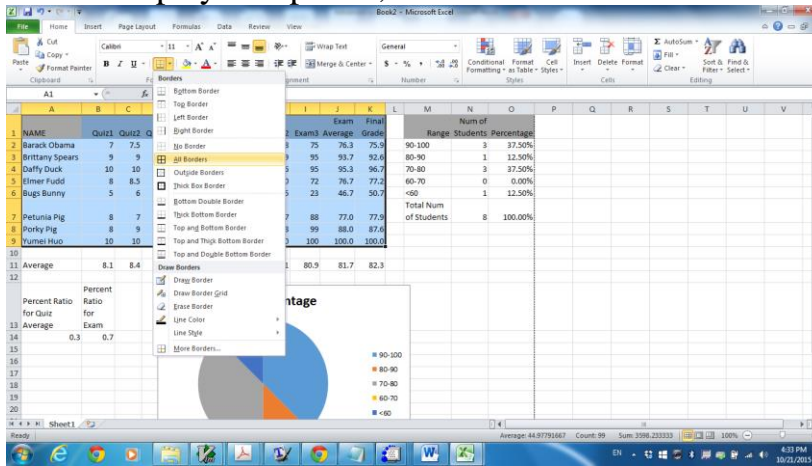


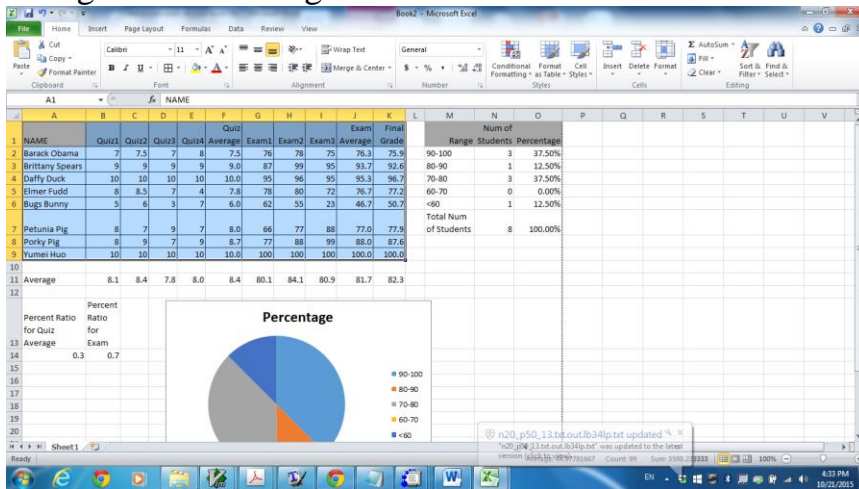Click cell K1, and then click Home tab, click icon of "Format Painter".
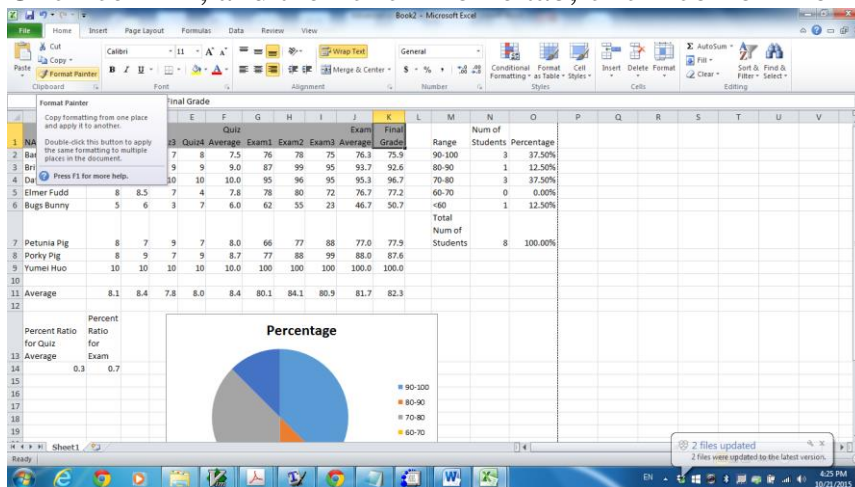


Click and hold from cell M1 to O1. Now the format of K1 is copied to cell M1 to O1:
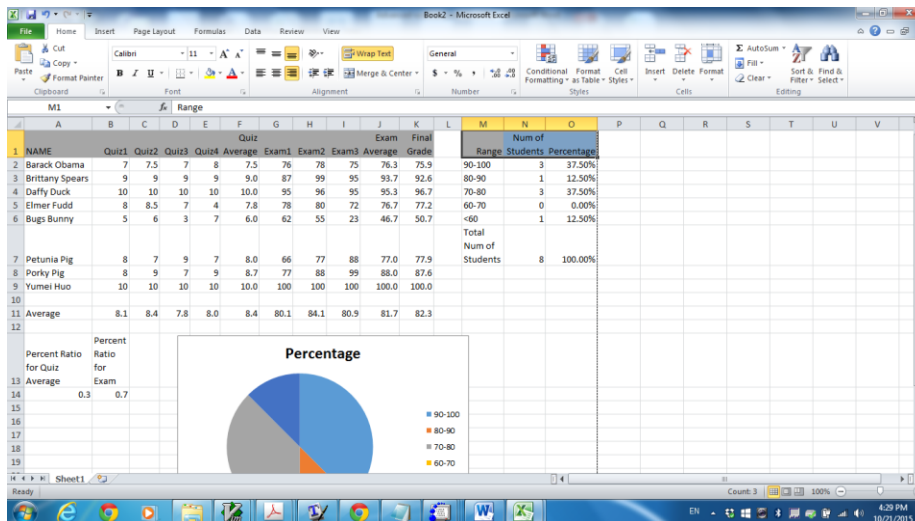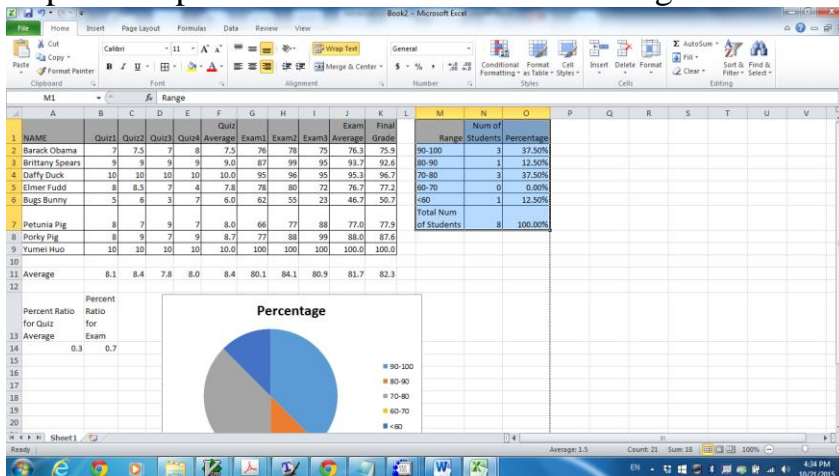
Now click cell A1, drag to cell K9 to highlight all these cells and then click border icon to display all options, and click "All Borders".



You get the following window:



Repeat this procedure to cell M1 to O7. You get the following:



SAVE YOUR FILE TO GOOGLE DRIVE SO THAT YOU CAN USE IT IN THE FUTURE. PRINT and hand in this worksheet.