



Monmouth
COLLEGE

- Name: _____
 - Date: _____
 - Section: 09:00 ~ 09:50
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BUSI 201 Business Data Analysis

Quiz #4: Conditional Formatting

Spring 2025

INSTRUCTIONS:

- Your grade will be based on the correct application of conditional formatting, sparklines, filtering, and sorting.
- Read each prompt carefully before attempting to answer any of the questions.
- Save/rename the workbook to **LoginID-quiz4.xlsx**. LoginID is your Monmouth College ID.
- Once you are finished, submit your answers as an attachment (files shared using SharePoint will not be graded) via email to BPARK@monmouthcollege.edu.
- Double-check your submission email for your attached file, file name, and recipient's email address, as you will not be permitted to submit or update your solutions past the in-class deadline.

Quiz #4

BUSI 201 Business Data Analysis

Problem #1. Conditional Formatting

Navigate to the worksheet Quiz4-Sheet1, and complete the following tasks.

ID	Student	Class	Major	Attendance	Quiz #1	Quiz #2	Quiz #3	Quiz #4	Quiz #5	Quiz #6	Final	Total
10028394	Olivia Bennett	Senior	Accounting	82.78	98.73	73.66	66.36	100	100	87.22	90.53	90.45
10147629	Liam Carter	Freshman	Communication	57.62	69.94	66.96	64.32	68.38	80.48	98.17	81.8	76.88
10283910	Ava Morgan	Junior	Political Science	94.86	84.17	59.48	27.94	89.48	86.66	96.46	100	91.11
10359284	Noah Thompson	Sophomore	Political Science	67.78	74.99	43.98	68.33	100	68.64	83.6	88.11	81.58
10478125	Emma Hayes	Junior	Biology	72.58	100	55.41	70.01	62.09	93.47	86.51	83.84	82.00
10593462	Jackson Lee	Senior	Business	55.85	87.2	45.12	100	100	85.7	100	48.59	72.31
10628473	Sophia Brooks	Senior	English	96.27	100	35.12	80.33	84.57	93.44	79.04	56.57	75.99
10719485	Elijah Parker	Sophomore	Political Science	71.58	83.57	100	55.89	59.52	65.58	80.02	100	86.03
10876230	Isabella Reed	Sophomore	Accounting	75.77	81.25	89.91	86.69	29.83	93.63	79.84	100	90.71
10938475	Aiden Sullivan	Sophomore	Kinesiology	66.8	100	100	81.22	100	91.27	95.79	82.06	88.21
11092834	Mia Cooper	Sophomore	Kinesiology	62.4	76.04	25.26	81.61	95.99	100	68.74	57.6	71.52
11147285	Lucas Graham	Junior	Communication	46.06	65.03	79.33	64.74	85.89	98.59	81.48	100	85.64
11285930	Charlotte Rivera	Freshman	Kinesiology	89.18	59.4	75.21	62.81	100	87.56	93.26	84.69	84.68
11368247	Mason Wallace	Senior	Kinesiology	47.92	100	43.86	57.85	61.89	90.64	75.31	85.62	77.61
11493028	Amelia Ford	Junior	English	93.25	85.13	95.13	33.46	95.73	99.18	98.92	82.41	89.70

- 1.A Apply conditional formatting to the data so that the bottom 15 Final scores are shaded red. The exact shade of red does not matter.
- 1.B Apply conditional formatting to the data so that Total scores between 83 and 90 are shaded green. The exact shade of green does not matter.

Problem #2. Conditional Formatting

Navigate to the worksheet Quiz4-Sheet2, and complete the following task.

ID	Student	Class	Major	Attendance	Quiz #1	Quiz #2	Quiz #3	Quiz #4	Quiz #5	Quiz #6	Final	Total
10028394	Olivia Bennett	Senior	Accounting	82.78	98.73	73.66	66.36	100	100	87.22	90.53	90.45
10147629	Liam Carter	Freshman	Communication	57.62	69.94	66.96	64.32	68.38	80.48	98.17	81.8	76.88
10283910	Ava Morgan	Junior	Political Science	94.86	84.17	59.48	27.94	89.48	86.66	96.46	100	91.11
10359284	Noah Thompson	Sophomore	Political Science	67.78	74.99	43.98	68.33	100	68.64	83.6	88.11	81.58
10478125	Emma Hayes	Junior	Biology	72.58	100	55.41	70.01	62.09	93.47	86.51	83.84	82.00
10593462	Jackson Lee	Senior	Business	55.85	87.2	45.12	100	100	85.7	100	48.59	72.31
10628473	Sophia Brooks	Senior	English	96.27	100	35.12	80.33	84.57	93.44	79.04	56.57	75.99
10719485	Elijah Parker	Sophomore	Political Science	71.58	83.57	100	55.89	59.52	65.58	80.02	100	86.03
10876230	Isabella Reed	Sophomore	Accounting	75.77	81.25	89.91	86.69	29.83	93.63	79.84	100	90.71
10938475	Aiden Sullivan	Sophomore	Kinesiology	66.8	100	100	81.22	100	91.27	95.79	82.06	88.21
11092834	Mia Cooper	Sophomore	Kinesiology	62.4	76.04	25.26	81.61	95.99	100	68.74	57.6	71.52
11147285	Lucas Graham	Junior	Communication	46.06	65.03	79.33	64.74	85.89	98.59	81.48	100	85.64
11285930	Charlotte Rivera	Freshman	Kinesiology	89.18	59.4	75.21	62.81	100	87.56	93.26	84.69	84.68
11368247	Mason Wallace	Senior	Kinesiology	47.92	100	43.86	57.85	61.89	90.64	75.31	85.62	77.61
11493028	Amelia Ford	Junior	English	93.25	85.13	95.13	33.46	95.73	99.18	98.92	82.41	89.70

- 2.A Apply conditional formatting so that rows containing students with Total scores greater than or equal to 90 are highlighted.

Problem #3. Sorting and Filtering

Navigate to the worksheet Quiz4-Sheet3, and complete the following task.

ID	Student	Class	Major	Attendance	Quiz #1	Quiz #2	Quiz #3	Quiz #4	Quiz #5	Quiz #6	Final	Total
13649283	Scarlett Vaughn	Senior	Business	100	69.14	100	78.41	60.34	93.47	71.04	100	91.21
13029485	Grace Whitman	Sophomore	Business	42.6	65.26	96.47	66.39	76.71	86.84	85.93	100	85.49
13984720	Levi Sharp	Freshman	Business	72.44	62.2	62.31	85.7	67.67	77.58	68.98	100	83.47
15293840	Aurora Finch	Junior	Business	74.64	100	60	29.89	100	96.51	87.28	79.02	83.45
14829403	Stella Norton	Senior	Business	78.71	80.4	100	39.73	53.79	100	76.95	81.22	81.47
12394830	Benjamin Hayes	Junior	Business	93.27	82.37	79.2	88.38	85.04	82.79	86.47	70.09	79.87
13184029	Owen Chandler	Sophomore	Business	75.09	64	89.59	11.48	64.04	100	89.12	72.17	77.05
13420348	Nora Stanton	Senior	Business	53.16	70.95	91.9	69	73.15	98.06	91.38	69.34	75.60
10593462	Jackson Lee	Senior	Business	55.85	87.2	45.12	100	100	85.7	100	48.59	72.31
12084923	Abigail Knight	Sophomore	Business	46.93	86.93	100	41.43	49.93	87.97	92.09	59.03	70.00
13294758	Zoe Harmon	Junior	Business	82.23	79.6	42.32	72.84	76.54	88.81	89.61	47.49	67.96

3.A Apply filters and sort the data so that:

- Only students whose Major is Business are visible, and
- Students with higher Total scores appear at the top.

Problem #4. Conditional Formatting

Navigate to the worksheet Quiz4-Sheet4, and complete the following task.

ID	Student	Class	Major	Attendance	Quiz #1	Quiz #2	Quiz #3	Quiz #4	Quiz #5	Quiz #6	Final	Total	Symbol
10028394	Olivia Bennett	Senior	Accounting	82.78	98.73	73.66	66.36	100	100	87.22	90.53	90.45	🟢
10147629	Liam Carter	Freshman	Communication	57.62	69.94	66.96	64.32	68.38	80.48	98.17	81.8	76.88	🔴
10283910	Ava Morgan	Junior	Political Science	94.86	84.17	59.48	27.94	89.48	86.66	96.46	100	91.11	🟢
10359284	Noah Thompson	Sophomore	Political Science	67.78	74.99	43.98	68.33	100	68.64	83.6	88.11	81.58	🟡
10478125	Emma Hayes	Junior	Biology	72.58	100	55.41	70.01	62.09	93.47	86.51	83.84	82.00	🟡
10593462	Jackson Lee	Senior	Business	55.85	87.2	45.12	100	100	85.7	100	48.59	72.31	🔴

4.A Apply conditional formatting to the data according to the following rules:

- Green flag: Total greater than or equal to 87.
- Yellow flag: Total less than 87 but greater than or equal to 80.
- Red flag: Total less than 80.

• Original Score: _____

• Recovered Score: _____

• Original Date: _____

• Recovered Date: _____