

CREATING EDUCATIONAL ACTIVITIES WITH EXCEL

Creating Self-Checking Worksheets

Option 1

1. Open a blank workbook in Excel.
2. Label cell A1 "Question."
3. Label cell B1 "Answer."
4. Label cell C1 "Feedback."
5. In cell A2 type the question.
6. Continue entering your questions in column A
7. Leave column B blank.
8. Select cell C2. (The cell should be outlined with a dark border; the insertion cursor should not be in the cell.)
9. Follow these steps to add a comment. This will provide the correct answer for the question in A2.
To view the answer students simply move the mouse pointer over the box and the comment will be revealed.

Insert menu

Select *Comment*

Delete the text that is in the box

Type the answer in the box

Click anywhere outside the comment box when you are done.

10. Repeat Steps 8 and 9 to provide an answer for each question.

Once you have created the worksheet you will need unlock certain cells, and protect the worksheet.

1. Highlight the cells in the Answer column by clicking once on the letter B at the top of the column. Then select Format → Cells → **uncheck** Locked → Click OK
2. Protect the worksheet: Tools → Protection → Protect Sheet → enter a password if you want → click OK
3. Passwords cannot be recovered if you forget them. Use something you are sure to remember.

CREATING EDUCATIONAL ACTIVITIES WITH EXCEL

Option 2

1. Open a blank workbook in Excel.
2. Label cell A1 "Question."
3. Label cell B1 "Answer."
4. Label cell C1 "Feedback."
5. In cell A2 type the question.
6. Leave B2 blank.
7. In cell C2 enter the formula below:

=IF(ISBLANK(B2),"",IF(B2="Right Answer","Correct", "Try again"))

8. Continue entering your questions in column A
9. You do not have to keep reentering the formula. Once the formula has been entered correctly in cell A3 you can use the **fill** technique to add the formula to each cell in the feedback column. If you don't know how to fill, you can also copy and paste the formula. Select and copy the cell with the formula. Select all of the cells you need in the Feedback column and paste the formula.
10. Once you have filled or pasted the formula you will need to go back and change the "right answer" to whatever is the correct answer for the question. The rest of the formula can stay the same, except if the answer is a numeral. In that case you must delete the quotation marks around the answer.

Note: The right answer is **exactly** what you type. If you enter "Washington" as the right answer, "George Washington" will not be correct; however, the right answer is **not case sensitive**, so "washington" would be correct.

- It helps to provide a word bank if there are multiple forms in which a student might enter an answer.

Once you have created the worksheet you will need to hide the formulas, unlock certain cells, and protect the worksheet.

1. Highlight the cells in the Answer column by clicking once on the letter B at the top of the column. Then select Format → Cells → **uncheck** Locked → Click OK
2. Highlight the cells in the Feedback column by clicking once on the letter C. Then select Format → Cells → Protection tab → **check** Locked and **check** Hidden → Click OK
3. To make these take effect you have to protect the worksheet. Tools → Protection → Protect Sheet → enter a password if you want → click OK
 - Passwords cannot be recovered if you forget them. Use something you are sure to remember.