Drop Down Excel Template: Its Practicability and Use to Students Running for Academic Honors

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Abstract- This study emphasizes the benefits of using an Excel drop-down template for calculating grades. Through the use of surveys in the form of questionnaires, this study intends to evaluate the applicability and use of the Excel Drop Down template to students competing for academic awards. The likert scale and thematic analysis were also used in the data analysis to better comprehend the study participants' experiences, namely those of the second-year college students competing for Latin honors. The results also suggest that most students who used the Dropdown Excel template to compute their grades thought it was effective and useful because it made manual labor easier.

Indexed Terms- Academic Honors Drop Down, Excel Template

I. INTRODUCTION

The academically motivated students had to manually calculate their grades in the absence of technology, which they regarded to be inconvenient. According to Velasco (2002), who is cited in the research article on the computerized enrolment system from 2016, it is difficult and time-consuming for students to record manually. Since they are having trouble with manual calculation in that situation, they are unable to estimate their grades accurately. It is crucial for grades to be correct since they are more than just a number; they also act as a reflection of a student's perseverance.

As a result, Computerized Grading System (n.d.) states that a computerized grading system is a highly desired addition to the educational toolset, particularly when it can lead to less effort and a more effective and timelier outcome. Excel templates can in some ways assist students in assessing the precision of their grading. Excel is the finest way to save data because it can conduct computations because to its extensive array of functions, according to ExcelChamps (2022).

Additionally, Microsoft Excel includes drop-down lists and provides evidence that limiting the entries that can be entered in a cell with a drop-down list speeds up and enhances the accuracy of data entry (Microsoft, n.d.). In general, automated grading tools, like as Drop Down Excel templates, provide useful features that help users create structured and uncomplicated spreadsheets (How to Create Simple or Dynamic Drop-down Validation Lists in Excel, 2022). The Excel Drop Down list, which students may find quite useful, is a highly useful tool for individuals who evaluate and maintain a large record of data, according to Palistha (2022). However, it could be a little challenging for individuals who need to submit data quickly if the Excel Drop Down list stops operating for the most typical reason, such as incorrect Excel settings. Corrupt Excel files are another issue. When working with an Excel spreadsheet, an Excel file may become corrupted as a result of a virus or malware attack, a sudden system shutdown while the Excel file is open, or a power outage (Chauhan, 2022). In light of this, students vying for academic accolades may decide to use manual computation as the students' interest in knowing and evaluating their grades as soon as possible may be their main priority.

All things considered, Natter (2019) noted, as Spreadsheets are typically the go-to tool for gathering and organizing data, the use and practicability of Drop Down Excel template may still be useful to students vying for academic honors despite the factors cited. It is simple to organize data into columns and rows, then sort the data by information type, such as the student's grades. Although viewing a big amount of data in its unprocessed form might be intimidating, the program's capabilities enable users to construct presentations that have the data evaluated and organized into tables for simple viewing and comprehension.

It should be emphasized that despite the endeavor, academics and practitioners have both pointed out research gaps related to Dropdown Excel's focus areas, its applicability, and its use to students vying for academic honors.

Calculations for the associated grades that have been inputted are simply computed after a formula is written and the software has a set command. With regard to their current grades and potential future grades, this enables students to pose "what if" type inquiries. With no need to redo the computations manually, the students may quickly see where they stand thanks to this (Natter, 2019).

The template provides set commands that make it simple to calculate data and addresses the concern of its efficacy in comparison to students manually computing their grades. Because it makes it simpler for students to analyze their grades, the Drop Down Excel template has a big impact on students vying for academic honors. This is because having to test the viability of a Drop Down Excel template might assist students assess the accuracy of their grading.

II. STATEMENT OF THE PROBLEM

This study aimed to assess the practicability and use of Excel Drop Down template to students running for academic honors.
Specifically, this research sought to find out:
1. What difficulties did the students seeking academic honors encounter while evaluating their grades?
2. How did the academic honors applicants assess the usefulness of the excel template in determining their grades in terms of ;
a. Accessibility;
b. Digital Literacy Friendliness;
c. Affordability; and
d. Being an Enjoyable Tool
3. What suggestions did the students give for enhancing the drop-down Excel template?

III. OBJECTIVES OF THE STUDY

The goal of this study was to ascertain if it would be practicable for students vying for academic honors to total their grades using a drop-down template in Microsoft Excel. This study aims to determine whether using the Drop Down template in Excel is efficient and more practical as students work to evaluate the accuracy of their grades and discover the benefits of digital calculation..

IV. SIGNIFICANCE OF THE STUDY

The study is expected to be beneficial and significant to the students vying for honor, the academe itself, and future researchers.

Students will learn to calculate more quickly with the help of this tool. Students can quickly review their grades in a subject as well as their overall grade across all subjects with the use of the app. Additionally, it is simple for them to keep track of their academic development, particularly if they routinely earn honors or are working toward earning honors.

The education sector greatly benefits from its record-keeping skills and educational templates. In the future, they will be able to accurately and easily manage a large amount of data and information. Additionally, several colleges offer MS Excel as a course option because they believe it to be beneficial. Graduates with great Excel abilities will have more career prospects, according to their research.

Future researchers may build new studies using the findings of this investigation. In order to create new bodies of knowledge, they can structure their research in light of these outcomes and discoveries.

V. REVIEW OF RELATED LITERATURE

This section presents an overview of these research gaps, where appropriate, existing studies that meet at least partially some of these needs are mentioned and briefly outlined. This section only looks at the aspect which is directly related to the nature and importance of academic honors, the issues as regards students' application for honors, and identified means to help students alleviate the predicament.

According to Moon (2012), universities are increasingly using honors programs to meet the intellectual and social needs of talented students. These programs provide students with access to

quality faculty and staff, professional counseling and instruction, designated living and learning spaces, and curricular and extracurricular options (Long, 2002). Academic courses are very important, but programs are often holistic, offering services and support that cover all aspects of a student's development. The Honors program offers 12 engaging, discussion-based courses focused on improving critical thinking and communication skills. This program gives talented students the opportunity to maximize their university experience inside and outside the classroom.

Retention and completion rates in honors programs have received much attention in empirical research in this area (Campbell & Fuqua, 2008). His three groups of students included in Cosgrove's (2004) study were those who met the requirements of the honors program (honors graduates), and those who participated in the program but did not meet the program requirements (partial honors).), and was an undergraduate with comparable admission characteristics. Those who are not in the honors program (excellent students). Cosgrove (2004) found that, compared to other highly-skilled students, including students with partial honors degrees, "Honors graduates have the highest academic performance and graduation rates, and the shortest time to graduation." " was shown. Honors students performed better than students who did well with honors and better than students without honors. The study may suggest other factors, such as B. Honors experience and student motivation levels can affect academic performance and time to graduation.

Furthermore, in a study by Moon (2012), Honors and Outstanding Students: Academic Effects, Critical Thinking Skills, and Factors Predicting Academic Goals, higher education has long been an investment in one's own future. It is stated that it is recognized that it has been regarded as University experience is viewed alongside graduation and career preparation as an important opportunity for personal growth and self-improvement. This is especially true for talented students who want to make the most of their university experience. One of the ways that bright students enhance their academic experience is through the Honors Program. Motivated students can take advantage of benefits through our honors program, including "distinguished faculty, specialized courses

and seminars, extensive student services, and world-class facilities" (Long, 2002)。

Opportunities are given to honors students to optimize their college experience. Therefore, the three goals of her quantitative study were to: (a) compare the backgrounds and demographics of honors participants and nonparticipants of similar ability at a midwestern comprehensive university; (b) compare academic self-efficacy and in- and out-of-class engagement between honors participants and nonparticipants of similar ability; and (c) compare the academic engagement of honors participants and nonparticipants of similar ability.

The study was headed by eight research questions. Comparing honors students to honors-eligible non participants found statistically significant differences in cumulative ACT scores, high school and college GPAs, parental education levels, degrees of academic efficacy, academic aspirations, and exposure to various opinions. Numerous important variables of high-ability students' GPA reported usage of critical thinking skills, academic efficacy, and academic goals were revealed using regression analysis. The study's discoveries have repercussions for both policy and practice and open up new paths for future studies on high-ability students' involvement and learning.

In consideration of the facts previously stated about the value of academic honors, there were also some problems that students encountered when applying for honors. Internal review is vital in any academic institution's honors semester that begins once student applications are submitted and evaluations are finalized. By all means, students are inspired to review their original intentions and comment on changes that have occurred as a result of their participation in the Honors Semester (ANN, 2000). Although grades are a major component of academic success, there are no assessment systems that are error-free, according to prior studies (Geiser and Santelices, 2007).

As a further matter, the study conducted by Assor (2019) titled "Result Computation for Tertiary Institution Using Microsoft Excel", using a manual calculator to compute students' first- and second-semester grades was exceedingly time-consuming, prone to calculation errors, and difficult to round up

values. Moreover, it was also emphasized in the stated study that the manual approach employed for results processing has various shortcomings, such as inadequate document security, a delay in processing results, and inaccurate results generation.

The case study titled *Grading System* by Concordia (2017) has also explored some of the challenges the teachers and students had with the manual computation of grades. The most prominent obstacles faced in manual recording and computation are inaccuracy and file handling challenges, as well as redundancy. As the workload increases with more grades and student lists to maintain, it becomes challenging for the teachers to manage them sufficiently in time for documentation and file submission to higher education authorities.

Furthermore, it was also indicated in the study that the manual technique needs a lot of effort, and by computing and saving data manually, the procedure is prone to mistakes, especially for professors who teach two or more classes. Hence, the manual technique of processing and storing data is prone to error, and a single inaccuracy may necessitate the procedure being repeated, which may delay the computation of grades and hence the students' application for academic awards.

That being the case, there are studied ways to help students to alleviate the predicament. In the article "Creating A Grade Sheet with Microsoft Excel (2020)," the UCLA Office of Instructional Development said that Microsoft Excel is also a good tool for recording grades. It provides a visual representation of data that makes it easier to evaluate and decreases the difficulty of charting data, which gives students a way for analyzing the information using formulae and functions in Excel. Users can now streamline the grading process. In reference to the research made by a student-centered learning organization, allowing the students to track their academic performance puts them in command of their learning and helps promote higher rates of academic achievement, especially for students running for academic honors. Monitoring their own academic achievement is a vital life skill for students. It develops metacognition—awareness of one's mental processes,

which has been related with higher levels of accomplishment (Green, C., 2021).

Moreover, in a case study of Bayelsa State College of Arts and Science in Elebele, entitled "Result Computation for Tertiary Institution Using Microsoft Excel" (Assor, 2019) the research is tailored towards the understanding and implementation of a computer-based GPA and CGPA computation using a spreadsheet application program like Microsoft Excel to handle all related calculations, thereby enhancing the preparation and presentation of the student grading system for adequate student result preparation and to serve as a quick guide to lecturers and examination officers.

It shows the benefits of employing spreadsheet packages like Microsoft Excel application software for computing students' GPA and CGPA scores as the means of collecting the students' results in tertiary institutions in Nigeria. The author also mentioned that the introduction of an automated computerized system at Bayelsa State College of Arts and Science will eliminate the challenges produced by the manual technique of processing student results.

In view of the present trend of using the computer system to make manual jobs easier, Emmanuel D. Assor (2019) stated that the use of computers to compute student results (GPA and CGPA) has become important. One specialized means of computing the grades of students, especially for students running for academic honor, is the usage of a Drop-down Excel Template, which offers a practical and quick manner to calculate their GWA in an easier and less tedious way.

Academic honors will not be identified if no grade computation is performed, noting that grading systems are supposed to reward performance and identify pupils who excel and who need to improve. However, the vast majority of schools, notably small schools, government schools, and schools in rural regions continue to adopt the manual technique of recording and computing students' grades. And the most usual challenges experienced in manual recording and computation include inadequate document security, delays in processing results, and incorrect result output.

Aside from that, it is also prone to error, and a single inaccuracy may require the operation to be repeated, which may delay the computation of grades and consequently the students' application for academic awards.

With those limits in mind, adopting Microsoft Excel is one option for resolving the problem since it is an outstanding tool for computing grades. It also provides a visual representation of data, making it easier to evaluate and decrease the difficulty of charting data, allowing students to comprehend the information using Excel formulas and functions, which thereby simplifies the grading process and allows the students to track their academic progress. Accordingly, one particular method of calculating student grades, specifically for students competing for academic honors, is the usage of Drop-down Excel template, which provides a convenient and quick technique for generating their General Weighted Average (GWA) in a simpler and less time-consuming manner.

VI. METHODOLOGY

This section concentrates on the discussion of the research methods and procedures used by the researcher, specifically, the research design, respondents of the study, data gathering procedure, data gathering instrument and data analysis/statistical treatment of data used for the accurate data analysis and interpretation.

- Research Design

Explanatory sequential mixed method research design was adopted in the study. It is a two phase design where quantitative data is collected and examined first, then qualitative data is obtained and analyzed depending on the quantitative results. The qualitative data is used to explain the quantitative data (Creswell, 2018). The researchers used a mixed-method, qualitative, or quantitative methodology. The quantitative technique is characterized as the Likert scale, in which the respondents have five choices and select the most precisely expressing their thoughts about the statements (Bhandari, 2020).

- Respondents of the Study

25 second-year undergraduate students enrolled in the Bachelor of Science in Accountancy served as the study's respondents. Those who were vying for accolades for the academic year 2021–2022 in particular. The researcher used the data from the Junior Philippine Institute of Accountants' (JPIA) Facebook post of the Dean's List for the Academic Year 2021–2022 to validate the list of students who were vying for honors. Dean's list is a designation for students that achieve academically, according to Best College (2022). The students must have a General Weighted Average (GWA) of 1.00–1.75 and no failing grade in order to be eligible.

Non-probability sampling is a type of sampling where samples were chosen by the researcher based on their expertise rather than at random. Purposive sampling is a survey approach that was used in this study, and the sample was chosen because it satisfied the criteria for the research (Kassiani Nikolopoulou, 2022).

- Data Gathering Procedure

The researcher conducted surveys in the form of questionnaires as the instrument of the study. The questionnaire was prepared using Google Forms, with 8 questions focusing on their experience using the drop down Excel template. The questionnaire link was disseminated online to the block presidents through Facebook. The chosen respondents, 2nd-year college students who are running for Latin honors, were asked to fill out and answer the questionnaire.

- Data Gathering Instrument

This study used a questionnaire to gauge how useful and applicable drop-down Excel was to students vying for honors. Bhat (2023) defines a questionnaire as a research tool that consists of a series of inquiries or other forms of requests intended to gather data from the respondents. Usually, a research questionnaire consists of both closed- and open-ended questions.

There are four sections in the questionnaire. The data privacy policy assuring the respondents' confidentiality is included in the first part.

Through closed-ended questions on the participants' email addresses, names (which are optional), genders, and corresponding years and blocks, the second phase gathered data on their demographics and academic backgrounds.

The third element of the survey encouraged participants to download the provided template and attempt entering their grades.

The question itself is in the fourth part. It combines an essay with five-item questions and a corresponding five-point Likert scale.

The five-item quiz examines the dropdown excel's usefulness in five separate areas: (a) effectiveness that has been demonstrated; (b) accessibility; (c) the requirement for digital literacy; (d) affordability; and (e) user experience.

The scale for the questionnaire had five possible scores: strongly agree (five), agree (four), unable to judge (three), strongly disagree (two), and disagree (one).

The essay component consists of seven-item questions about the difficulties students had submitting grades, followed by supporting data that demonstrates the tool's usefulness, efficacy, and user happiness. It also questioned whether individuals with less computer literacy would require any upfront training or assistance. Will the tool still be inexpensive in the long run in terms of affordability over time? The final section focuses on the user experience and suggestions for how to make the tool better.

VII.   DATA ANALYSIS

A scale of 1 to 5 was used to determine the level of agreement with the appropriate tool for the quantitative portion. Regarding the qualitative portion, where it involved analysis of participant experiences using Excel as their primary tool for generating grades, thematic analysis of the data was used.

Thematic analysis is a helpful technique for finding out more about people's views, knowledge, experiences, or values when examining a collection of qualitative data, such as interview transcripts, social media profiles, or survey results. Thematic analysis has been useful to the researchers in this study since it offers important insights into the experiences of the complicated participants when utilizing the relevant instrument. Additionally, it provided a f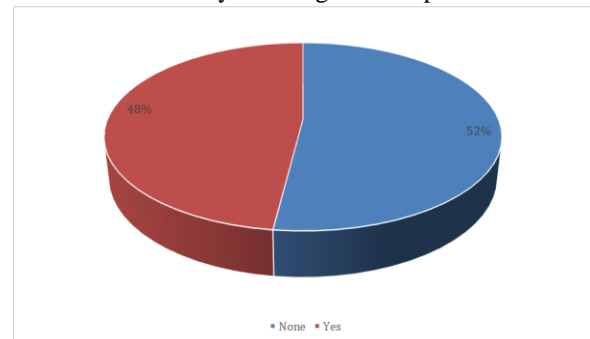ull understanding of the participants' motivations while retaining the respondents' overall profiles rather than segmenting them into subgroups that can be interpreted in several ways.

VIII.   RESULTS AND DISCUSSION

This section contains the findings of data analysis and interpretation from 25 Pamantasan Lungsod ng Maynila (PLM) students enrolled in the BS Accountancy course. Non-probability sampling and a survey were used to collect the replies. Thematic analysis was performed to ascertain respondents' subjective opinions about the use of an Excel Drop down Template in calculating their General Weighted Average from their responses, which were examined using the Likert scale to assess respondents' levels of satisfaction.

- The difficulties that the students seeking academic honors encountered while evaluating their grades

According to the students' responses, 52% of the total respondents selected "none," citing the ease of use and the fact that the excel spreadsheet has been utilized as a tool in computing grades in light of the widespread practice of using computers to make manual labor more efficient. Assor (2019) came to the conclusion that using computers to compute student results (GPA and CGPA) has become recommended, especially for students vying for academic honor, in order to lessen issues such a delay in processing data and potentially erroneous results from computing manually.

Figure 1. Percentage of Participants who Encountered Difficulty in Using the Template
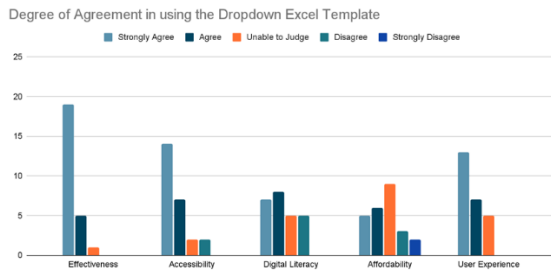

The remaining responders (42%), on the other hand, appear to run into some issues while utilizing the excel template, such as formula confusion because various subjects are calculated in different ways. lack of

knowledge with the tools because some people have never used Excel and they have doubts about its accuracy in producing the correct calculation.

Despite the problems mentioned, according to Natter (2019), the use and application of Drop-Down Excel templates may still be advantageous to students vying for academic honors due to their ease of use and accuracy in generating data like grades.

- Assessment of the academic honors applicants as regards the usefulness of the excel template in determining their grades in terms of the five areas.

Graph 1

Degree of Agreement in using the Dropdown Excel Template

A. Effectiveness
According to the study, 19 respondents, or 76%, strongly agree that the template is effective, compared to 5, or 20%, who agree, and 1 respondent, or 4%, who is unable to make a determination. This shows that the Excel Dropdown template works well to calculate students' General Weighted Averages.

The participants provided a range of responses to demonstrate the tool's efficacy. Some respondents' responses said that the Excel tool, which has pre-installed formulas and makes data entry easier than manual writing and recording of grades, gives an accurate computation for grades. Another benefit of using this tool over manual computation is the ability to save time and effort.

According to Assor (2019), using a manual calculator to determine students' first- and second-semester marks would take an inordinate amount of time, be prone to calculation errors, be challenging to round up amounts, and have other problems like weak document security. Because of this, accepting the usage of a drop-down Excel template will fix the problems brought on by the manual approach of handling student results. Along with the instance, several of them also suggest that the tool is quite practical to use, particularly the formulae to quickly identify any areas that want development.

Supporting the idea put forth by The UCLA Office of Instructional Development that using Microsoft Excel can help users streamline the grading process. Students can analyze the data using Excel's formulae and functions thanks to the visual representation of data provided by Microsoft Excel, which makes it easier to analyze the data and reduces the difficulty of visualizing it. This demonstrates how the efficiency of using this tool may be demonstrated by the performance and correctness of this tool in creating data related to the computation of grades.

Additionally, some of them also imply that the tool is very user-friendly, particularly the formulas that make it simple to track if there are subjects that need some improvement. Giving students the ability to track their own academic progress puts them in control of their education and promotes higher success rates, especially for those vying for academic honors (Green C., 2021).

B. Accessibility
In terms of accessibility, 14 out of 25 respondents, or 56%, strongly agree, compared to 7 respondents (28%), 2 respondents (8%), who agree, and 2 respondents (8%), who disagree. The students' experience with using Excel's features, which optimize simplicity of use, determines the accessibility.

In analyzing the responses that the respondents submitted, majority of them responded by highlighting how user-friendly this application is for students, enabling quick computations and flawless data visualization thanks to pre-installed formulas and graphs. In addition to being user-friendly, others mentioned how accessible this is given that it is a free application even though an accessible device is required. Although some said that knowing how to use this tool doesn't take lengthy training and only requires having basic knowledge to use and being able to navigate it at an advanced level, others said that it does.

Others argue that in order to understand the fundamentals of utilizing this tool, at least two weeks of instruction are required, especially for non-techies. They claimed that with effort and the right research, anyone could become an expert Excel user. It will be simpler for the user and most likely result in increased data input efficiency if they watch tutorials and practice with simple to complex data. In order to learn, you can also ask for assistance from those who are familiar with the tool.

We live in a technologically advanced day, and many students are already familiar with Microsoft Excel from their time in high school or college, which can assist to lessen their apprehension about using this application to compute grades. This simply serves to show that, despite their limited knowledge with the Microsoft interface and competence, students can still learn how to use the tool effectively and with ease thanks to Microsoft Excel (Brookfield, 2021).

C. Digital Literacy Friendliness
7 or 28% of respondents strongly agree, 8 or 32% agree, 5% are unable to make a judgment, and 5% disagree when it comes to digital literacy. The outcome shows that while literate people find the template convenient, illiterate people find it difficult to utilize.

The majority of respondents' comments suggest that people with less digital literacy may need some kind of help and direction in order to use the Dropdown Excel Template efficiently. Some people think that simple tutorials or self-discovery will suffice, while others think that people need upfront training and continuing support in order to put it into practice. Additionally, participants advise that technical assistance and instruction would make it easier for these users to acclimate to and make use of the technology.

This corroborates George's study from 2021, which found that giving pupils access to spreadsheet programs like Microsoft Excel can boost their academic performance. In general, the majority of respondents agreed that in order for users with lower levels of digital literacy to utilize the program effectively, some kind of guidance or teaching is required.

D. Affordability
In terms of affordability, there are 9 or 36% Unable to Judge, 5 or 20% Strongly Agree, 6 or 24% Agree, 3 or 12% Disagree, and 2 or 8% Strongly Disagree responses. The tool's accessibility is only apparent to students who have access to technologies, according to the qualitative data drawn from the outcome.

Regarding the expense and effort needed to host and maintain the use of the tool, the participants have varying opinions. While some argue that Excel is expensive but useful for long-term usage, others contend that there are free alternatives like Google Sheets that make spending less likely to be expensive. The time needed to use and comprehend the tool is also perceived differently, with some claiming it takes little time while others claim it depends on the user's need and usage habits. This suggests that a person's familiarity with the tools may enable them to reduce the amount of time needed. The concept ties to the Brookfield (2021) research, where students' prior expertise with technologies like Excel would help them maneuver.

Although some think the price of the tool is currently affordable, this may not always be the case. Additionally, participants claim that it is affordable provided the user has access to a gadget and the internet, pointing out that it is not affordable for those who do not have access to technology. The cost of the software or equipment and the time factor, on the other hand, are generally acknowledged to be related to how affordable the instrument is.

E. Being an Enjoyable Tool
The majority of participants —13 or 52%—strongly agree, while 7 or 28% agree, and 5 or 20% are unable to judge, according to the User Experience survey. The overall outcome demonstrates that the majority of students support computing grades using Dropdown Excel.

According to the participants, the tool is usually thought to be entertaining to use and useful in assisting the student in achieving their desired GWA. They claim that while the tool's enjoyment factor is arbitrary, its ability to achieve objectives is not. The tool has received accolades for its simple data entry and automatic processing.

Because it is quick and simple to use, participants believe it to be a convenient and effective approach to compute grades. Even though some of them had never used the tool before, they found it useful in reaching their objectives. They find it effective and efficient in computing grades, despite the fact that some of them do not find it fun. Their feedback is framed by the tool's efficacy in comparison to the common difficulties in manual recording and computation, such as redundancy, file handling issues, and error-related issues (Concordia, 2017).

Overall, the participants say that the tool is convenient, time-efficient, easy to use, and it tracks progress, making it fun and useful for the intended students to achieve the target GWA.

Suggestions Given by the Participants for the improvement of drop down Excel template

The suggestions made by the participants imply that the main goal of their feedback is to enhance the tool's usability and functionality, with a focus on making it more approachable for first-time users and offering more assistance to those who need help figuring out how to complete particular tasks.

Additionally, they offer recommendations for running tests to increase the tool's accuracy and dependability as well as techniques to use visual basic programming to improve the interface. This is consistent with the Geiser and Santelices study from 2007, which demonstrated that no assessment method is error-free. Some respondents also suggested preserving secrecy and offering seminars or lists of standard shortcuts.

This feedback suggests that although users are happy with the tool's current performance, they would want to see it become more user-friendly, accurate, reliable, secure, and supportive.

IX. SUMMARY OF FINDINGS

The results indicate that most students who used the Dropdown Excel template to compute their grades thought it was effective and useful because it made manual work easier. The Drop Down Excel template provides an accurate computation for the grades because of the built-in algorithms and the simplicity of data entry compared to manually writing and recording grades. 76% of the respondents, as shown in Graph 1, agreed with this. who found it to be useful.

Additionally, using this program allows you to save time and effort compared to manual computation. Using a manual calculator to determine students' GWA would be time-consuming, prone to calculation errors, difficult to round up quantities, and have additional downsides such as inadequate document security, according to Assor (2019).

The degree to which students are proficient with Excel's features determines accessibility and maximizes ease of use. In light of the findings, 14 out of 25 respondents, or 56%, strongly agree that they are accessible, and 7 respondents, or 28%, agree. Only a small percentage of respondents, meanwhile, reported issues with Excel illiteracy and calculation challenges. According to the majority of respondents, persons with lower levels of digital literacy may require support and direction in order to correctly use the Dropdown Excel Template in light of these findings.

The results demonstrate that while literate people find the template useful, illiterate persons have trouble using it. Since BS Accountancy students are already familiar with Excel, 7 or 28% of respondents who Strongly Agreed and 8 or 32% of respondents Who Agreed increased this. However, this shows that technical support and instruction would make it easier for these individuals to become accustomed to and make use of the technology.

The commenter also brought up the problem of affordability for those without access to technology. They respond that only people with access to a device and the internet can afford it. On the other hand, the replies showed that on affordability, 18% of respondents disagreed and 8% strongly disagreed.

Overall, the results reflect the experiences of each respondent, with the majority of respondents (13 or 52% Strongly Agree) and respondents (7 or 28% Agree) agreeing that it is now preferable for them to compute their GWA using an Excel dropdown template in order to avoid problems like data processing delays and potentially inaccurate results from the manual computation.

CONCLUSION AND RECOMMENDATION

Calculating grades is one of the most important factors in determining academic distinction. This will serve as a benchmark for figuring out if the student performs well in class or needs to do better; as a result, an accurate result necessitates the usage of a trustworthy calculation technique. Excel is the greatest option, according to the statistics, as the majority of students use it to create graphs and data for projects, reports, and grading.

Ensuring that all students in the present age are familiar with and skilled in using Microsoft Excel. The majority of students still use Dropdown Excel templates for computation and generation due to their user-friendliness, efficiency in providing accurate data, quick calculations, smooth data visual analytics, and ease of manual work, which saves a significant amount of time and effort while enabling the students to put them in charge of their learning. Although some students are restricted from using this tool due to issues with affordability and Microsoft usage, this isn't the case for all students.

Even though excel is regarded as useful and open to all users, it still needs extensive development. The researchers advise upcoming professionals to improve the Excel Template's usability and features in a more direct yet accurate manner in order to make it more widely available and easier to understand.

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