Student Averages

Application /25

Copy the following data into your spreadsheet into the cells specified.

	A	B	C	D	E	F
1	Student Averages					
2						
3	Name	Mathematics	English	Data Processing	Science	Average
4						
5	Smith	75%	75%	78%	81%	
6	Jones	65%	78%	71%	62%	
7	Turner	45%	56%	53%	50%	
8	Davis	89%	84%	89%	91%	
9	Walker	65%	54%	59%	63%	
10	Miller	78%	79%	81%	83%	
11	Nelson	51%	78%	81%	83%	
12	Parker	63%	67%	67%	68%	
13	Miles	79%	86%	80%	81%	
14	Carter	83%	72%	65%	86%	
15						
16	Total Students					
17						
18	Class: Lowest					
19	Highest					
20	Average					
21						
22	Top Student Average					

1. Ensure that **all** marks are in percent (as seen). (1 mark)
2. Add borders/shading to make your document look more interesting. (2 marks)
3. Make the entire document Comic Sans MS font size 12. (1 mark)
4. The title should be size 16, bolded, underlined, and merged and centered across all cells that are in use. (Highlight A1 to F1, then push the Merge & Center button). (2 marks)
5. Calculate **each** student's overall average. Use the AVERAGE function with 2 decimals points. (3 marks)
6. Calculate the total number of students in **each** class using the COUNT function put in B16. (2 marks)
7. Calculate the lowest mark in **each** class using the MIN function. (2 marks)
8. Calculate the highest mark in **each** class using the MAX function. (2 marks)
9. Calculate the average in **each** class using the AVERAGE function with 2 decimal points. (3 marks)
10. Walker's science mark was entered incorrectly. It should be 73%, please update it. (1mark)
11. Put your name and the date in a header and/or footer. (2 marks)
12. The following students have transferred to the class. Please add them, putting the marks in the order that they appear. (1 mark)

Moore	75%	80%	85%	88%
Fuller	95%	90%	80%	84%
Evals	65%	73%	70%	81%

13. Arrange the students in ascending order (A to Z) (1 mark)
14. Calculate and display the top student average. Put it in B22. (2 marks)