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- (e) Save the file as TALENTING in the folder created.

(11 marks)

- (f) Use a spreadsheet program to produce the Mark Sheet below. Use Times New Roman and font size 12 points for the text.

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002	Bamfo David	75	80	85	70		
003	Arku Anthony	68	71	66	58		
004	Gbekwey Stephen	71	50	71	59		
005	Johnson Philip	80	69	72	60		

- (g) Use the border tool to type your name in uppercase and left aligned.
- (h) Calculate the
- total mark for each student;
 - average mark for each student.
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