

- (d) On the title of the page is your full name and index number. The program index must be properly indicated.

E.g. - < p>

< p> = Insert < p> to < p>

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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.

| Index | Name | Maths | Computer | Arts/Music | Phy/Sci | Total | Average |
|-------|------------------|-------|----------|------------|---------|-------|---------|
| 001 | Samuel John | 85 | 75 | 72 | 68 | | |
| 002 | Abaka Simon | 75 | 85 | 68 | 71 | | |
| 003 | Samuel David | 90 | 90 | 85 | 70 | | |
| 004 | Arku Anthony | 68 | 71 | 66 | 58 | | |
| 005 | Gbekiley Stephen | 71 | 50 | 71 | 59 | | |
| 006 | 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.
- (i) Save worksheet as MARKSHEET in the folder created.
- (j) Sort the names of the students in alphabetical order, ensuring that each student scores for his mark.

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| | A | B | C | D | E | F |
|----|-----|------------------|----|----|----|----|
| 3 | 001 | Abaka Simon | 75 | 85 | 68 | 71 |
| 4 | 002 | Samuel David | 90 | 90 | 85 | 70 |
| 5 | 004 | Arku Anthony | 68 | 71 | 66 | 58 |
| 6 | 005 | Gbekiley Stephen | 71 | 50 | 71 | 59 |
| 7 | 006 | Johnson Philip | 80 | 69 | 72 | 60 |
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Sheet1 Sheet2 Sheet3

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