

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

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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	Physical	Total	Average
001	Alexa Simon	85	75	92	68		
002	Bamfo David	75	90	85	70		
003	Arku Anthony	68	71	66	58		
004	Gbekley Stephen	71	50	71	59		
005	Johnson Philip	80	89	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.

getmarksheet

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	A	B	C	D	E	F
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4	002	Bamfo David	59	90	85	70
5	004	Arku Anthony	68	71	66	58
6	005	Gbekley Stephen	71	50	71	59
7	003	Johnson Philip	80	89	72	60
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Sheet1 Sheet2 Sheet3

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# Microsoft Office 20exam Questions In Excel

**Jiyuan Zhang**



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