

- (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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< 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	Gbenkay 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.

getmarksheet

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Clipboard -> Font -> Alignment -> Styles ->

17 ->

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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	Gbenkay Stephen	71	50	71	59
7	006	Johnson Philip	80	69	72	60
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Sheet1 Sheet2 Sheet3

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Table of Contents Microsoft Excel 20test Exam

1. Understanding the eBook Microsoft Excel 20test Exam
 - The Rise of Digital Reading Microsoft Excel 20test Exam
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 20test Exam
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel 20test Exam
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 20test Exam
 - Personalized Recommendations
 - Microsoft Excel 20test Exam User Reviews and Ratings
 - Microsoft Excel 20test Exam and Bestseller Lists
5. Accessing Microsoft Excel 20test Exam Free and Paid eBooks
 - Microsoft Excel 20test Exam Public Domain eBooks
 - Microsoft Excel 20test Exam eBook Subscription Services

- Microsoft Excel 20test Exam Budget-Friendly Options
- 6. Navigating Microsoft Excel 20test Exam eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel 20test Exam Compatibility with Devices
 - Microsoft Excel 20test Exam Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel 20test Exam
 - Highlighting and Note-Taking Microsoft Excel 20test Exam
 - Interactive Elements Microsoft Excel 20test Exam
- 8. Staying Engaged with Microsoft Excel 20test Exam
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel 20test Exam
- 9. Balancing eBooks and Physical Books Microsoft Excel 20test Exam
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel 20test Exam
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel 20test Exam
 - Setting Reading Goals Microsoft Excel 20test Exam
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel 20test Exam
 - Fact-Checking eBook Content of Microsoft Excel 20test Exam
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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