

- (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>

< p>

- (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	72	68		
002	Bamfo David	75	90	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.
- (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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4	002	Bamfo David	59	90	85	70
5	004	Arku Anthony	68	71	66	58
6	005	Gbekwey Stephen	71	50	71	59
7	003	Johnson Philip	80	69	72	60
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Table of Contents Microsoft Excel 2010 Certification Sample Question

1. Understanding the eBook Microsoft Excel 2010 Certification Sample Question
 - The Rise of Digital Reading Microsoft Excel 2010 Certification Sample Question
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2010 Certification Sample Question
 - 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 2010 Certification Sample Question
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2010 Certification Sample Question
 - Personalized Recommendations
 - Microsoft Excel 2010 Certification Sample Question User Reviews and Ratings
 - Microsoft Excel 2010 Certification Sample Question and Bestseller Lists
5. Accessing Microsoft Excel 2010 Certification Sample Question Free and Paid eBooks
 - Microsoft Excel 2010 Certification Sample Question Public Domain eBooks
 - Microsoft Excel 2010 Certification Sample Question eBook Subscription Services
 - Microsoft Excel 2010 Certification Sample Question Budget-Friendly Options
6. Navigating Microsoft Excel 2010 Certification Sample Question eBook Formats

- ePub, PDF, MOBI, and More
 - Microsoft Excel 2010 Certification Sample Question Compatibility with Devices
 - Microsoft Excel 2010 Certification Sample Question Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Microsoft Excel 2010 Certification Sample Question
 - Highlighting and Note-Taking Microsoft Excel 2010 Certification Sample Question
 - Interactive Elements Microsoft Excel 2010 Certification Sample Question
8. Staying Engaged with Microsoft Excel 2010 Certification Sample Question
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel 2010 Certification Sample Question
9. Balancing eBooks and Physical Books Microsoft Excel 2010 Certification Sample Question
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel 2010 Certification Sample Question
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel 2010 Certification Sample Question
- Setting Reading Goals Microsoft Excel 2010 Certification Sample Question
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel 2010 Certification Sample Question
- Fact-Checking eBook Content of Microsoft Excel 2010 Certification Sample Question
 - 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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