

- (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	72	68		
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.
- (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	75	80	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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Microsoft Office 2010 Exam Questions In Excel

Judd E. Hollander



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