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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.

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| 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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