

The following table was extracted from a form four class. Create a workbook named performance .Enter it as it is and save it as grades. Use it to answer the following the questions that follow.

(12mks)

End of term Exam Analysis						
2012 Exam						
	Name	Exam1	Exam 2	Exam 3	paper	Participation
1	Jane	64	70	73	85	75
2	Tony	70	77	88	95	90
3	Jenney	77	83	79	88	80
4	Richard	69	43	81	78	75
5	Rachael	91	90	86	95	88
6	David	44	26	54	78	80
7	Roger	77	85	86	85	88
8	Allen	83	86	92	85	88
9	Victor	97	80	82	85	68
10	Allan	69	69	50	85	75
11	Brad	95	89	89	95	85
12	James	91	84	92	85	80
13	Arthure	87	79	84	85	80
14	Robert	76	73	80	82	80
15	June	82	84	74	88	85
16	David	70	41	57	73	70

(a) Add the following two students before victor and enter the following information:

(3mks)

Name: Thomas, John McCullum.
 Exam 1: 82 65
 Exam 2: 75 79
 Exam 3: 81 84
 Paper: 87 92
 Participation: 94 65

(b) Copy the data in the worksheet grade and paste it in worksheet 2 and save as Rank. (2mks)

(c) Calculate the final average for each student. The three exams should each count 25% of the final average, the paper should count for 15%, and participation should count for the remaining 10%. (5mks)

(d). Calculate the class average for each exam. (3mks)

(e) Apply one decimal point to the average point (2mks)

(f) Rank the students based on average points (3mks)

(f) Sort the students based on rank after average in ascending order (2mks)

(g) Create a column after rank and name it Grade. Using IF function, grade the students based on the following criteria. (A=90-100; B=80-89; C=70-79; D=60-69; F=below 60) (6mks)

(h) Below the average for each exam get the highest score and lowest score for exam1, exam2, and exam3 (4mks)

(i) Create a chart that shows the grade distribution for the final average (5mks)

(j) Print the following GRADE, RANK and CHART (3mks)

Turn Over