

1. The table below shows the names of students and marks scored in six subjects at EXCEL COLLEGE. Enter the data into a work sheet as shown (15mks)

EXCEL COLLEGE
TERM 3 MARK SHEET

Names	Maths	Biology	Chemistry	Physics	English	History	Total	Average
Victoria Omosa	67	76	40	20	55	45		
Rene Meza	76	42	45	50	75	78		
Rashid Omar	58	67	42	55	25	65		
Melissa Danielle	79	56	60	75	33	68		
Tony Jackson	87	40	64	62	25	84		
Gary Fredrick	80	67	75	44	66	67		
Shimon Shawn	61	65	65	45	78	71		

- a) Insert a blank row between the title and Term 3 mark sheet (2mks)
- b) Calculate the total marks obtained by each student (7mks)
- c) Calculate the average mark for each student (7mks)
- d) Using a built in function, extract highest (maximum) mark and lowest (minimum) mark for each subject. (6mks)
- e) Centre all headings (2mks)
- f) Insert the name and marks for this student into the worksheet (2mks)
Joyce Ishanya ,Maths75 Chemistry 87,English 71,Biology 80,Physic 60 History 88
- g) Move to an appropriate part of the worksheet and extract the highest total and Lowest total (2mks)
- h) Create a pie chart from the above worksheet. Save it as A: chart 1 college Rep. (3mks)
- i) Save the worksheet as A: EXCOLLEGE (2mks)
- j) Print chart 1 College Rep, EXCOLLEGE (2mks)