

Question 2

Using the spreadsheet application to answer the questions below

	a	b	c	d	e	f	g	h	i
		Eng	Math	Geo	Comp	Chem	Bio	Average	Grade
1	Wanjala James	52	25	78	58	89	45		
2	Maina John	89	25	96	87	36	65		
3	Onyango James	90	41	100	68	85	36		
4	Obura Martin	20	52	58	50	70	60		
5	Wasike Joseph	30	62	42	78	45	54		
6	Mayende Tom	12	45	35	25	41	10		
7	Subject mean								
8	Subject Grade								
9									
	Class mean								

- (i) Enter the data in a work sheet as it is and save as A:/ **“RAW DATA”** (10 mks)
- (ii) Give the worksheet the header as **“CAT 1 TERM 2 2009”**
 Font size 14, underline, bold, font type Tahoma (5 mks)
- (iii) Perform the following calculations using formulae’s
- Subject mean (5 mks)
 - Average score per student, grade students **AND** subjects basing on the following criteria

85 – 100	A
75 – 84	A-
65 – 74	B+
50 – 64	C
Below 50	C-

 (10 mks)
 - Perform the following (10 mks)

- Change average score per student and average score per subject to zero decimal place
 - Bold and center all the average scores per student
 - Format all subject labels to 45 degrees alignment
 - Rename the sheet as mock
 - Insert the footer “***HARD WORK AND SUCCESS IN***”
- (iv) Centre and bold all the grades then rank students from top using average score (6 marks)
- (v) Save as **A: / FINAL DRAFT** and **PRINT IT** (4 marks)

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