

AVERAGES

				Computer I			
Semester 1 Scores							
Student	Quiz 1	Quiz 2	Quiz 3	Quiz Average	Test 1	Test 2	Test Average
Jones, B	82	87	90		87	75	
Pool, S	91	88	85		92	94	
Smith, F	77	80	78		61	88	
Stone, K	85	87	81		91	80	
Lawn, G	92	94	100		90	88	
Burns, R	94	95	99		92	86	
Brown, B	100	98	97		100	90	
Johnson, A	65	77	80		68	81	
Sanita, R	88	90	85		85	82	
Poland, L	83	92	95		79	87	
Average Score							
Highest Score							
Lowest Score							

Assignment:

Enter the above into a spreadsheet.

Put your name and AVERAGES in the header.

Find the quiz and test averages for each student.

Find the average score, highest score, and lowest score for all quizzes and tests.

Format all of the numbers for 0 decimal places.

Bold all headings in Row 4.

Align all quiz and test headings to the right.

Shade all answers gray as shown above.

Change the page set up to landscape orientation.

Format the sheet to print gridlines.

Save spreadsheet as AVERAGES in your Excel folder.