**BTT Excel Test - Student Averages – 20 Marks**

(One mark per instructions unless otherwise stated.)

**Use the following table as a sample for your assignment:**

1. Ensure that all marks are in percent (this can be tricky and the image may lead you down the wrong path – remember a percent is a decimal)

2. Ensure that all alignment is correct and consistent. (It will not look like the sample)

3. The title should be size 16, bolded, underlined, and merged and centered across all cells that are in use.

4. Calculate each student’s overall average. Use the AVERAGE function with two decimals places.

5. Calculate the total number of students using the COUNT function put ONLY in **B16.**

6. Calculate the lowest mark in each class using the MIN function. Calculate the highest mark in class using the MAX function.

7. Calculate the average in each class using the AVERAGE function with 3 decimal points.

8. Ensure that Columns B 🡪 G are all 12 characters wide (89 pixels) (Column G is blank right now – but will be used later)

9. Put your name and the date in a header, left Justified.

10. The following students have transferred to the class. Please add them in the order that they appear. (2 marks)

Moore - 75% 80% 85% 88%

Fuller - 95% 90% 80% 84%

Evans - 65% 73% 70% 81%

11. Arrange the students in ascending order (A to Z).

12. Calculate and display the top student average (only one).

13. Be sure that the information is centered on the page and set to fit on one page.

14. The top student average should be shaded green.

15. Walker’s science mark was entered incorrectly. It should be 73%. Fuller’s business mark should read 90%. Please update them.

16. For the students individual marks in columns B 🡪 E, apply a conditional formatting feature that highlights all marks 80 and above in green.

17. In column G, create the heading “Honour Roll” (G3). Use an if statement for each student to determine if they have made the honour roll. If they have scored an average of 80% or above – column G should read “Honour Roll”. If they did not achieve a mark of 80%, the cell should read “---“ (three dashes).

18. Add borders to make your document look more interesting. DO NOT USE STYLES

19. Print a formulas version <CTRL ~> and a values version, staple and hand in to Ms. Salvo.