

The information in the table displays the stopwatch times at the end of the 1<sup>st</sup> and 2<sup>nd</sup> laps of a four-lap race.

Name	Time 1	Time 2
Rob	39.0	82.0
John	36.8	77.0
Janet	44.0	91.3
Dima	34.6	74.5
Nick	32.9	68.5
James	45.8	95.6
Sarah	49.4	105.9
Jamie	37.3	85.1
Diana	38.7	83.9
Stanford	39.8	86.4
Sarah	38.7	83.0
William	38.4	89.9

## Tasks

- Open** a new spreadsheet and copy the data.
- The 4<sup>th</sup> column should display the time it took to run the second lap. This will be the **difference** between Time 1 and Time 2 shown in the table. Give this column the heading 'Lap 2', then:
  - Click in Cell D2.
  - Type the formula [=C2-B2].
  - Press the 'Enter' key.
  - Click on Cell D2 again.
  - Place your cursor over the 'Fill' handle in the bottom-right corner of the cell.
  - Click and drag this handle down to cell D13.
  - The formula will be copied to the other cells in the column.
- The next column should estimate a time for the 3<sup>rd</sup> lap, based on an **average** of the 1<sup>st</sup> and 2<sup>nd</sup> laps. Give this column the heading 'Lap 3', then:
  - Place your cursor in cell E2
  - Click on 'Insert' from the main menu and select 'Function'.
  - Look for and select 'Average'. It can be found under the 'Statistical' menu. Click 'OK'.
  - Click anywhere on the grey area of the box and drag it out of the way of your data.
  - Hold down the CTRL (or ⌘) key. Click on cell B2, then on cell D2. Click 'OK'.
  - Fill down this column as before.
- The 6<sup>th</sup> column should have the heading 'Lap 4'. The cells should contain an estimate for the 4<sup>th</sup> lap, based on a time 10% faster than Lap 3. Type the **formula** =E2\*0.9 in cell F2 and fill down.
- The last column will show the **total time** for the race. Give this column the heading 'Total' and use the formula =SUM(B2,D2,E2,F2) for the calculation in cell G2. Fill down.
- Add some **colour** and formatting to your spreadsheet and **save** your work as "Lap Times".