

**Skills Check**

Difficulty	1
Formatting	<input checked="" type="checkbox"/>
Functions	<input checked="" type="checkbox"/>
Charts	<input type="checkbox"/>
Sorting	<input type="checkbox"/>
Extrapolating	<input type="checkbox"/>

The information in the table shows student scores in four subject areas. All scores are percentages.

Name	English	Science	History	Music
Tom	44	56	89	97
Bill	37	67	69	56
Anne	25	78	76	77
Fred	12	55	54	53
Bob	93	45	78	80
George	47	67	56	34
Maree	79	71	54	59
Philip	55	32	45	78
Danielle	66	39	29	91

**Tasks**

- Open** a new spreadsheet and copy the data.
- Click on cell G2 (missing a column on the right). Calculate the **average** score for the first student, divided by 100 (use the formula `=AVERAGE(B2:E2)/100`). Fill down the column. Add the heading 'Average' to G1. *NB. You need to divide by 100 because the original scores will not be formatted as percentages.*
- Format the 'Averages' as **percentages** by selecting the cells and clicking on the % icon.
- Click on cell H2. Use the formula `=MAX(B2:E2)/100` to calculate the student's highest mark divided by 100. Fill down. Format as percentages.
- Click on cell I2. Use the formula `=MIN(B2:E2)/100` to calculate the student's lowest mark divided by 100. Fill down. Format as percentages.
- Click on cell B12 and type the formula `=AVERAGE(B2:B10)/100`. Click on cell B13 and type the formula `=MAX(B2:B10)/100`. Click on cell B14 and type the formula `=MIN(B2:B10)/100`. Fill across all 3 rows to calculate these marks in each subject. Format as percentages. Add the headings '**Average**', '**Highest**' and '**Lowest**' to cells A12, A13 and A14 respectively.
- Make all headings **bold**. Align the first heading in Row A to the left of its cell and the rest to the right.
- Select the subject totals (range A12:E14). **Format** as bold, fill with the colour 'light yellow' and add a thin border around each cell.
- Select the student totals (range G1:I10). **Format** these as bold, fill with the colour 'light green' and add a thin border around each cell.
- Select the original scores and their headings (range A1:E10). **Fill** these cells with the colour 'light blue' and add a thin border around each cell.
- Select row A. Click in 'Insert' in the main menu and select 'Rows'. Repeat to insert a second row. Click on the new cell A1 and type the **title** "Student Scores in 4 Subjects". Format as Arial, size 14, bold, red text.
- Select the title cells (A1:E1). **Fill** with 'Light Yellow'. Add a thick border around these cells.
- Save** your work as "Student Scores".