

11

Quiz Scores 2

New Skills

1. Use the Average, Maximum, and Minimum functions.
2. Sort data in descending order (Z-A)

Activity Overview

This activity expands on the QUIZ SCORES spreadsheet created in Activity 10. In this activity, you will compute the average, maximum (highest), and minimum (lowest) Quiz 1, Quiz 2, and Quiz 3 scores and then sort the total scores in descending order (highest to lowest).

Instructions

1. Open the file QUIZ SCORES previously created in Activity 10.
★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Change the Activity # in row 1 to read Activity 11.
3. Compute the AVERAGE, MAXIMUM, and MINIMUM formulas for column C, QUIZ 1, as follows:
 - a. In cell C47, type **=AVERAGE(C10:C43)**
 - b. In cell C48, type **=MAX(C10:C43)**
 - c. In cell C49, type **=MIN(C10:C43)**
 - d. Select cells C47 – C49 and use the AutoFill feature to copy the formulas to the remaining QUIZ 2, QUIZ 3, and TOTAL columns.
4. Format cells C47 – C49 as numbers displaying 0 decimal places.
5. Sort the spreadsheet by TOTAL Quiz Scores (column F) from the highest score to lowest score. To do this, select cells A10 – F43 and sort in descending order (Z-A). Use the column "TOTAL" to Sort by. (**Note:** The student with the highest TOTAL score will appear at the top, and the student with the lowest TOTAL score will appear at the bottom.)
6. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
7. Carefully proofread your work for accuracy.
8. Save the spreadsheet as QUIZ SCORES 2.
9. Analyze the changes made to the data in the spreadsheet.
10. Set the Print Area to include all cells containing data in the spreadsheet.
11. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
12. Print a copy of the spreadsheet if required by your instructor.

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