COMPUTER TECHNONOGY

EXCEL ASSIGNMENT 3

1. Open a new Excel Workbook
2. Create the worksheet shown below.
3. The title in Row 1 should be **14 point bold.**
4. **Bold** the teacher name and Class Roster.
5. Change the font in **Row 8 to 11 point and bold.**



1. You will now use the **AVERAGE** Function to calculate the mean of a range of cells. The Arithmetic mean adds the values in the cells and then divides by the number of values.
2. Click in cell G9. You want to place the average of the values from columns C through F in G9.
3. Click the **Insert Function button** (fx) on the formula bar.
4. Choose **Statistical** in the *Or select a category list.*
5. In the *Select function list,* locate **AVERAGE.**
6. Click **AVERAGE** to see its syntax and description. Click OK.
7. The Number 1 box shows the range C9:F9.
8. Click OK. The result of **90.5** is formatted in a General number.
9. Copy this formula down to cells **G10:G15.**
10. You will now use the **MAX** Function to find the highest number of each test given.
11. Click cell **A 18** and key **MAXIMUM**
12. Click cell **A19** and key **MINIMUM**
13. Click in cell **C18.**
14. Key **=MAX(**
15. With your mouse, click cell **C9** and drag to select cells **C9:C15**
16. Key **)**
17. Press **Enter**. The Maximum (highest) test score for Test 1 is **95.**
18. You will now find the Minimum (lowest) number of each test using **MIN**
19. Click in cell **C19.**
20. Click the **Insert Function button** (fx) on the formula bar.
21. Choose **Statistical** in the category and scroll down to find **MIN**
22. Click OK
23. When the function argument dialog box displays, type **C9:C15** in the Number 1 box
24. Click OK. The Minimum number of **59** appears.
25. Copy these formulas to the other tests columns.
26. Select cell **C18 and C19**
27. Click the **Copy** button on the Standard toolbar.(on the Home tab, under the scissors)
28. Select cells **D18 through F 19**
29. Click the **Paste** button on the Standard toolbar
30. The Maximum and Minimum numbers for each test will be displayed.
31. Press the **ESC** key to cancel the moving marquee.
32. You will now use the **COUNT** function to tally the number of values (items) in a range.
33. Click cell **A21**
34. Key **NUMBER OF TESTS**
35. Press **Enter**
36. Click in cell **G21**
37. Key **=COUNT(G9:G15)**
38. Press Enter
39. The number of people taking the test id displayed.

**Save your workbook**

1. Hold down the control button and push the Tilde key (above the tab key) so the formulas show. (Your teacher will check this to see the formulas are correct.)
2. **If** you are instructed to print this assignment:
3. Change the page orientation to landscape.
4. Select Print Preview
5. Select Page Set up
6. Fit page 1 to 1
7. Turn in as directed.