

	A	B	C	D	E	F	G	H
1								
2	Math 101							
3								
4		Test 1	Test 2	Test 3	Test 4	TOTAL	STUDENT AVERAGE	
5	Romero, Scott	78	86	88	92			
6	Barnes, David	95	88	85	89			
7	Jones, Garrett	91	93	96	87			
8	Adams, Jayne	77	67	77	85			
9	Smith, Ashley	84	89	85	86			
10	MIN TEST SCORE							
11	MAX TEST SCORE							
12								

Begin by typing "Math 101" in cell A2, and then type in the rest of the data.

Tasks to Complete:

1. Find the Total for each student.
2. Find the Average test score for each student.
3. Find the Minimum and Maximum test scores for each test.
4. Decrease the Decimal Places to one decimal point (the 10th position).
5. Sort the data ascending (A-Z) for the student names and their test scores.
6. Merge and Center the title (Math 101) within 3 cells.
7. Format the Field Cells. Make it appealing to the eye. Use alignment, borders, and fills.
8. Use Text Rotation for the student names cells.
9. Use Conditional Formatting. Select all of the test scores of the five students (20 cells total). Format Rules: Greater than 89.
10. Create a Chart that best represents the data. Include a chart title, legend, format the chart. Get creative.