In this exercise, you are going to create a simple spreadsheet that can be used by Pittenweem Grammar School to:

- Hold marks for students, calculate each students total grade & % grade and calculate the best, worst and average mark in each subject.

What you have to do

1. Create the spreadsheet below in Excel, copying all the formatting:
   - The **text style** is: Times New Roman, 12 Point (14 for the title), Plain (Bold for titles)
   - Cells are **shaded** either white, 25% gray or black. Text is either black or white.
   - Cells have either no **border** or a full (top, bottom, left & right) border.
2. Give each student a **mark out of 10** for each subject.
3. Use **Formulae** to calculate the answers - DO NOT WORK THESE ANSWERS OUT YOURSELF BY HAND!!!

Pittenweem Grammar School: Student Mark Sheet

Student Name	Maths	English	I.C.T.	Science	Total Grade	% Grade
Simon						
Nathan						
Clare						
William						
Ann						
Emma						
Jane						
Peter						
Average Mark						
Highest Mark						
Lowest Mark						

To work out the **% Grade**, you'll need to divide the **Total Grade** by the maximum possible grade (**40**).

Use the **/** symbol for division.

Make sure that you only show the result to 2 decimal places

Formulae are used to **calculate** results in the shaded areas - **DO NOT WORK THESE ANSWERS OUT YOURSELF BY HAND!!!**

1. To calculate a **total**, use `=SUM(start:finish)`, e.g. `=SUM(B4:E4)`
2. To calculate an **average**, use `=AVERAGE(start:finish)`, e.g. `=AVERAGE(B4:B11)`
3. To calculate a **highest value**, use `=MAX(start:finish)`, e.g. `=MAX(D4:D11)`
4. To calculate a **lowest value**, use `=MIN(start:finish)`, e.g. `=MIN(F4:F11)`
5. To make a value display as a percentage, select **Percentage** from the **Format → Cells…** dialogue box!