

Logical Formulas

- 1 Create a spreadsheet for your customer, a small training organisation. The organisation uses a specific font and layout which you must use
 - Main headings, Arial 16
 - Body text, Arial 12
 - Row and column headings, Arial 12, Bold
 - Column headings for numbers right aligned
 - Paper orientation = Landscape
- 2 Add other formatting features which you think will improve the look of the spreadsheet but check with your customer as you go along that this is what she needs
- 3 Insert all necessary details in the header and footer (the reference number is still 2.06)
- 4 Enter the following data

End of Year Marks					
	Term 1		Term 1 Total	Term 2	Term 3
Name	Assign 1	Assign 2		Assign 1	Assign 1
Grant, P	25	26		58	60
Bibi, R	30	29		54	57
Sanders, Y	35	36		67	68
Graham, A	23	22		50	45
Hussain, Z	27	30		62	62
Rosenhammer, K	20	23		50	45
Tayal, T	34	35		76	74
Jesson, M	31	33		70	65

- 4 Create formulas that will calculate the Term 1 Total, your customer does not want you to use the =sum command. Replicate this formula for all students
- 5 Check through your work. Save the spreadsheet using the name you typed in the footer. Print the spreadsheet
- 6 Tayal, T's score for Term 1 Assign 1 was entered incorrectly, it should be 29
- 7 Sanders, Y should be Sanders, J
- 8 Sort your spreadsheet by Name
- 9 Ensure that the spreadsheet reflects any changes you have made.
- 10 Save and Print the spreadsheet
- 11 Bibi, R is a student from another course and needs to be placed at the end of the spreadsheet, move all her data to the bottom.
- 12 Insert 3 new column headings at the end of the spreadsheet in this order, Total, Average, Pass Grade. Make sure all formatting is consistent.
- 13 Insert a formula in the Total column which adds up the total scores for the 3 terms work. Copy this formula for the other students' total scores.
- 14 Insert a formula in the Average Column which calculates each trainee's average score. Copy for this formula for the other students average scores. Display as integer
- 15 Insert a logical formula into Pass Grade which gives the following grades depending on the trainee's average mark

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Mark	Grade
70+	Distinction
60-69	Merit
40-59	Pass
below 40	Re-submit needed

16. Save and print out the spreadsheet
17. Produce a second printout showing all formula used.
18. Check all your work, make sure the file is saved in the appropriate directory and close the file

You should have 4 printouts in total as evidence, 3 spreadsheets and 1 formulas