

Spreadsheet Task – ‘Test Marks’

Name: _____ **Form:** _____ **Date:** _____

- (1) Open your spreadsheet application and enter the heading ‘**Test Marks**’ in cell A1. Put your name and form as a header.
- (2) Enter the data in your spreadsheet as follows:

| NAME | TEST 1 | TEST 2 | TEST 3 | AVERAGE |
|---------------|--------|--------|--------|---------|
| ROBERT ORR | 60 | 72 | 84 | |
| JAMIE SMITH | 53 | 52 | 60 | |
| NICOLA WAITE | 73 | 70 | 82 | |
| MARK JONES | 47 | 61 | 58 | |
| BEN JENKINS | 70 | 68 | 75 | |
| SALLY WRIGHT | 35 | 35 | 41 | |
| ALLISON PRICE | 50 | 58 | 63 | |
| SARA DAVIES | 61 | 83 | 80 | |
| JILL MORGAN | 49 | 55 | 42 | |
| SIMON REES | 62 | 69 | 59 | |

- (3) Enter a formula to calculate the average mark in the last column. Replicate the formula for each pupil.

Write down the formula you used for calculating the **average** in the box below:

- (4) Some of the data is wrong - please change the following test marks:

Sally Wright scored 43 for Test 2, Sara Davies scored 87 for Test 3.

- (5) Insert a new column entitled ‘Test 4’ after Test 3. Enter the following scores for the candidates:
63, 58, 89, 61, 78, 30, 69, 84, 56, 70.

Adjust the ‘average’ column to show the new test scores.

Write down how you **inserted a column** in the box below:

- (6) Jamie Smith has left the school. Delete his details – do not leave a blank row.
- (7) Print a copy of your work in **landscape** format, putting the column headings in bold and a border around your data.
- (8) **EXTENSION TASK:** Produce a bar graph showing all test scores for the pupils. Insert an appropriate title and label your axis. Print a hard copy.

How did you do your graph? Jot down the steps you took to create it:

