

Create the following spreadsheet. Save as GRADES.

A	B	C	D	E	F
Computer Application Grades					
	Problem 1	Problem 2	Problem 3	Test 1	Total
Points Possible	10	10	10	50	
Anderson	7	8	8	43	
Burrow	10	9	10	49	
Gomez	8	8	9	48	
Hughes	6	7	7	45	
Hussain	5	5	4	20	
Jackson	7	8	7	35	
Travis	6	7	8	40	
Highest					
Lowest					
Average					

1. Adjust column widths where necessary.
2. Right-align the column headings in the cells.
3. Enter the formula to calculate the total points possible (Column F).
4. If a 0 appears in the Total column, erase the information in that cell.
This cleans up any blank cells.
5. Enter the functions in the appropriate cells to determine that highest, lowest and average students scores. Do not include the total points possible in your range of cells.
6. Format the bottom row of cells to zero decimal places (the average row).
7. Add a header with your name, date and filename
8. Proofread and save as: grades
9. Print values and formulas