

2. (a) On the title of the page in your full name and index number. The program code must be properly indented.

E.g. `<code>1/2</code>`

`<code>1/2</code>`

`<code>1/2</code>`

(b) Save the file as **TALBENTING** in the folder created.

(11 marks)

(c) Use a spreadsheet program to produce the Mark Sheet below. Use Times New Roman and font size 12 points for the text.

Index	Name	Maths	Computer	Science	English	Total	Average
001	Alexa Simon	85	75	72	68		
002	Bamilo David	90	90	85	70		
003	Arku Anthony	68	71	66	58		
004	Gbenkay Stephen	71	50	71	59		
005	Johnson Philip	80	69	71	60		

(d) Use the border tool to type your name in uppercase and left aligned.

(e) Calculate the

(i) total mark for each student

(ii) average mark for each student.

(f) Save worksheet as **MARKSHEET** in the folder created.

(g) Sort the names of the students in alphabetical order, ensuring that each student name has the mark.

gumilawards

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Clipboard Font Alignment Styles

01

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3	002	Bamilo David	90	90	85	70
4	003	Arku Anthony	68	71	66	58
5	004	Gbenkay Stephen	71	50	71	59
6	005	Johnson Philip	80	69	71	60
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Sheet1 Sheet2 Sheet3

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