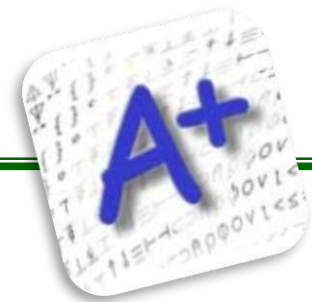


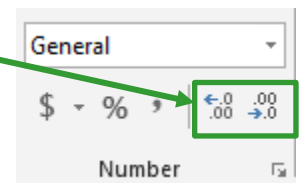
EXCEL #6: Grades Functions



1. Create a new Excel workbook.
2. Save as Last Name First Initial Grades.
3. Rename the **Sheet1** tab to **Grades**, insert a header with the title **Grades**.
4. Give the tab a color.
5. Enter the text and values below:
 - a. **Adjust** column width as needed.
 - b. **Bold** text as shown.

	A	B	C	D	E
1		Grade 1	Grade 2	Grade 3	Average
2	Student 1	98	100	80	
3	Student 2	78	90	85	
4	Student 3	90	100	100	
5	Student 4	86	88	90	
6	Student 5	91	77	82	
7	Student 6	87	91	95	
8	Student 7	96	97	84	
9	Student 8	99	84	92	
10	Student 9	87	93	95	
11	Student 10	85	90	94	
12					
13	Min				
14	Max				
15	SUM				

6. In cell E2:E11, insert a function to calculate the average grade for each student.
7. In cells B13:D13, insert a function to display the lowest grade for each assignment.
8. In cells B14:D14, insert a function to display the highest grade for each assignment.
9. In cells B15:D15, insert a function to calculate the sum of all the grades for each assignment.
10. Select E2:E11, increase or decrease the decimal to display 1 decimal point
11. **Bold** cells E2:E11, B13:D15.
12. Save your changes and preview your sheet. Adjust column width as needed.



Mr. Kurtz's Example

	A	B	C	D	E
1		Grade 1	Grade 2	Grade 3	Average
2	Student 1	98	100	80	92.7
3	Student 2	78	90	85	84.3
4	Student 3	90	100	100	96.7
5	Student 4	86	88	90	88.0
6	Student 5	91	77	82	83.3
7	Student 6	87	91	95	91.0
8	Student 7	96	97	84	92.3
9	Student 8	99	84	92	91.7
10	Student 9	87	93	95	91.7
11	Student 10	85	90	94	89.7
12					
13	Min	78	77	80	
14	Max	99	100	100	
15	SUM	897	910	897	