



Spelling Test Scores

Calculating

Insert formulas for the total and average in each row. Sort the data from highest to lowest total.

Spelling Test Scores									
	1	2	3	4	5	6	TOTAL	AVERAGE	
1 Sonny Day	9	6	10	10	7	5			



Click on the Insert Function button and choose 'AVERAGE'. Enter or highlight the first and last number in the row of data of which you want to find the average.

Adding Data

Add some of the following pupils to the bottom of the list. Make sure the formulas are copied to calculate their totals and averages. Re-sort the data if you need to.

16	Jim Nasium	10	10	7	10	10	10
17	Zoltan Pepper	6	8	7	10	10	7
18	Luke Warm	10	10	9	7	9	8
19	Teresa Green	9	10	10	10	8	7
20	Bill Board	8	8	5	5	10	8

How does this affect the order of the list?

Editing Data

Insert a new column for Week 7.

First highlight the TOTAL column, as you want a new column to appear before it.

Choose Insert from the toolbar or right-click in the column you've highlighted then choose Insert.

Make up new scores for all the pupils.

How can you check they are included in the calculations for the totals and averages?

Do you need to re-order the list to make sure the scores go from highest to lowest?



Spelling Test Scores

Calculating

Insert formulas for the total and average in each row. Sort the data from highest to lowest total.

Adding Data

Add the following pupils to the bottom of the list. Make sure the formulas are copied to calculate their totals and averages. Re-sort the data if you need to.

16	Jim Nasium	10	10	7	10	10	10
17	Zoltan Pepper	6	8	7	10	10	7
18	Luke Warm	10	10	9	7	9	8
19	Teresa Green	9	10	10	10	8	7
20	Bill Board	8	8	5	5	10	8

How does this affect the order of the list?

Editing Data

1. Insert a new column for Week 7. Make up new scores and check they are included in the calculations for the totals and averages.
 2. Add to the list someone with total of 46. Make up their scores.
 3. Add someone to the list with average of 7.0. Make up their scores.
-

Calculating Percentage

Create a new column after 'Average' for 'Percentage'. Each pupil's percentage score will be calculated by dividing their total by the maximum possible score (60 for 6 weeks or 70 for 7 weeks).

Challenge

Try using and experimenting with the Conditional Formatting tools. Highlight a set of cells, e.g. the percentage column. Find and click on the Conditional Formatting menu, then 'Data Bars' or 'Icon Sets'. Try some selections and see what effect they have.

Can you explain what is being represented by the bars, symbols or colours?

What else can you do to complete the formatting and presentation of your spreadsheet?

Show off the range of your spreadsheet skills!