

# 11

## Quiz Scores 2

### New Skills

1. Use the Average, Maximum, and Minimum functions.
2. Sort data in descending order (Z-A)

### Activity Overview

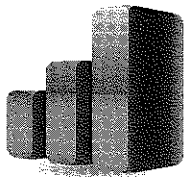
This activity expands on the QUIZ SCORES spreadsheet created in Activity 10. In this activity, you will compute the average, maximum (highest), and minimum (lowest) Quiz 1, Quiz 2, and Quiz 3 scores and then sort the total scores in descending order (highest to lowest).

### Instructions

1. Open the file QUIZ SCORES previously created in Activity 10.
  - ★ Unless otherwise stated, the font should be 10 point Arial.
2. Change the Activity # in row 1 to read Activity 11.
  - in cell F10 type a formula to calculate the total + fill down
3. Compute the AVERAGE, MAXIMUM, and MINIMUM formulas for column C, QUIZ 1, as follows:
  - a. In cell C47, type =AVERAGE(C10:C43)
  - b. In cell C48, type =MAX(C10:C43)
  - c. In cell C49, type =MIN(C10:C43)
  - d. Select cells C47 – C49 and use the AutoFill feature to copy the formulas to the remaining QUIZ 2, QUIZ 3, and TOTAL columns.
4. Format cells C47 – C49 as numbers displaying 0 decimal places.
5. Sort the spreadsheet by TOTAL Quiz Scores (column F) from the highest score to lowest score. To do this, select cells A10 – F43 and sort in descending order (Z-A). Use the column "TOTAL" to Sort by. (Note: The student with the highest TOTAL score will appear at the top, and the student with the lowest TOTAL score will appear at the bottom.)
6. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
7. Carefully proofread your work for accuracy.
8. Save the spreadsheet as QUIZ SCORES 2.
9. Analyze the changes made to the data in the spreadsheet.
10. Set the Print Area to include all cells containing data in the spreadsheet.
11. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
12. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

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## Quiz Scores 2

INPUT DATA

	A	B	C	D	E	F
1	Activity 10 Student Name					
2	George K. Brent High School					
3	3993 Kingston Boulevard					
4	Trenton, NJ 08601					
5						
6	Grade Sheet: Social Studies - Period 5					
7	Teacher: Ms. Yasmine Sanchez					
8						
9	<b>LAST</b>	<b>FIRST</b>	<b>QUIZ 1</b>	<b>QUIZ 2</b>	<b>QUIZ 3</b>	<b>TOTAL</b>
10	Blain	Edward	60	68	75	
11	Bowers	Francis	74	79	82	
12	Branchini	Alvaro	91	100	98	
13	Brazil	Richard	84	92	89	
14	Bucklin	Fred	60	72	68	
15	Bueno	Pedro	100	98	94	
16	Cody	Vanessa	87	91	89	
17	Cohen	Paula	95	99	90	
18	Correia	Jose	80	88	84	
19	Derrick	Jason	69	75	81	
20	Devlin	Donna	81	80	84	
21	Fernandez	Joao	78	71	80	
22	Francois	Marie	92	100	99	
23	Furness	Louise	62	72	69	
24	Giampa	Frank	96	84	88	
25	Glasser	Stephen	96	89	91	
26	Glidden	Walter	70	75	80	
27	Ixcuna	Juanita	71	82	88	
28	Knecht	Benjamin	88	96	82	
29	Lombardi	Angelo	80	78	72	
30	Longo	James	88	86	90	
31	Lu	Lucy	100	95	88	
32	Lucas	Andre	72	80	91	
33	Meeks	Sharyn	80	84	78	
34	Melville	Jennifer	77	81	89	
35	Monterroso	Carlos	60	71	82	
36	Morel	Roger	92	90	99	
37	Pan	Chantou	92	99	100	
38	Waterhouse	Brittany	99	90	85	
39	Weinstein	Deborah	71	80	83	
40	Welker	Christopher	76	72	68	
41	White	Betsy	94	90	88	
42	Zorral	Pablo	99	90	96	
43	Zuber	John	98	88	90	
44						
45						
46						
47	AVERAGE					
48	MAXIMUM					
49	MINIMUM					
50						
51	Note: Each quiz is based on 100 points. Total possible points = 300.					