QUESTION

1) Create the worksheet below in Microsoft Excel and save it as Marks

	A	B	C	D	E
1	STUDENT NAME	GENDER	TEST [20]	ASIGNMENT[100]	EXAM [50]
2	MARY	F	17	70	34
3	GUSTOV	M	7	53	23
4	TATENDA	M	14	77	35
5	CECILIA	F	15	60	29
6	MAY	F	14	78	40
7	TENDAI	M	8	56	24
8	ALVARO	M	16	60	39
9					

2) Insert a new column between column D and column E
3) In cell E1 enter the text "Coursework"
4) In cell E2 enter a formula to calculate the coursework for the student.
   NB. Remember the Test is out of 20, the Assignment out of 100 and the Exam out of 50. The coursework mark contributes 40% of the final mark and the Test and Assignment carry equal weighting
   Copy the formula to the cells E3 to E8
5) In cell G1 enter the text "FinalMark"
6) In cell G2 enter a formula to calculate the final mark for each student.
   NB. The Exam mark contributes 60% of the final mark
7) Sort the students in alphabetic order
8) Insert a new row with the cell pointer in cell **A1**
9) Merge the cells A1 to H1
10) In cell A1 enter the text "ACA MARKS"
11) Bold , underline, center, change font size of heading to 15 and the font to **forte.**
12) In cell H2 enter the text **"Grade"**
13) In cell H3 enter a formula for grading the student according to the final mark:
    The grading is as follows: 0-49=F, 50-64=C, 65-79=B, 80-100=A
14) Filter all the students who got a test marks greater than 15. The list of students should be placed in cell range starting from cell **A12**

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