

1. a) (i) Create a worksheet with the following entries. (10mks)

STUDENT NAME	ENGLISH	KISWAHILI	MATHEMATICS	COMPUTER
Mary Atieno	70	60	75	80
Jane Wandia	90	40	68	84
Nicholas Irungu	80	56	94	90
Willis Ruto	90	55	80	92
Bruce Lee	60	50	77	78
Graham Osano	50	40	69	89
Ann Nduta	60	20	73	76
Joyce Mwahima	100	90	89	72
Barbara Mwita	40	70	100	91
Thomas Mbugua	20	80	70	83

(ii) Adjust column widths where necessary to display all entries in detail (1mk)

(iii) Use merge and centre feature to add the following heading at the top of this data.(3mks)

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FORM 4 MOCK EXAM MARKS

(iv) Save the document as MARKS 1. (1mk)

b) Obtain the following, creating appropriate columns for them. (12mks)

(i) Total score for each student.

(ii) Mean score for each student.

(iii) Highest score per subject

(iv) Standard deviation per subject.

Save your worksheet as MARKS 2

c) Insert a new row for Julius Chege between Nicholas Irungu and Willis Ruto. Enter the scores as 60,50, 80 and 20 respectively. Save your worksheet as MARKS 3. (3mks)

d) Format the ranges for mean score and standard deviation to display results in 3 decimal places. Save as MARKS 4. (4mks)

e) Copy all the information into sheet 2. Rename sheet 1 and sheet 2 to EXAM 1 and EXAM 2 respectively. (3mks)

f) In sheet 2 do the following

(i) Sort the worksheet in descending order of the total score column and save it as MARKS 5. (5mks)

ii) Use auto-filter to extract records of students whose mean score is more than 70, save as MARK 6. (5mks)

g) Print MARKS 1, MARKS 5 and MARKS 6. (3mks)