QUESTION 2

(a) Create a new workbook and name it as form 2 computer Exams (1 mark)

Name	Class	Adm no.	CAT 1	CAT 2	CAT 3	Total	Average	Class Position	Remark
Maina John	E	7984	80	70	59				
Ken Korir	W	7896	75	55	72				
Bernard K	E	8092	86	59	75				
John Soi	E	7460	80	79	70				
Kipsang Bett	W	7892	76	75	80				
Mitei E.	E	7800	38	48	25				
Mark J.	W	8490	37	51	29				
Koech Ben	W	8184	30	86	75				
James W.	E	8082	25	25	25				
Abuya Ken	E	8083	30	25	25				
Leonard B	W	8047	39	24	25				

b) **Enter** the following data in sheet 1 (20 marks)
c) **Rename** the sheet as Term one result (1 mark)
d) Find:
   i) Totals (2 marks)

   ii) Average (2 marks)
e) Use the **IF** function to award remarks as follows (3 marks)

- A student whose average is above or equals 65 is given "excellent"
- An average of 55 or above but less than 65 award "average work"
- An average less than 55 award "work below average"

f) i) **Award** position to student basing on the average scored. (3 marks)
   ii) On the last rows enter formulas to count students from both classes (2 marks)
g) **Sort** the students list by class position in ascending order (2 marks)
h) i) **Copy** the entire worksheet onto sheet 2 rename it "lower group" (2 marks)
   ii) Filter "Lower group" sheet to display students from "E" class and whose average score is below 50. (4 marks)
i) **Draw** a bar graph to display the following information (3 marks)

- The three cats
- Names
- Title as "TERM ONE COMPUTER RESULTS"

   i) **Place** the legend at the bottom of the graph (1 mark)
   ii) **Save** the chart on a new sheet and name it graphical analysis (1 mark)

j) **Print**
   i) The filtered lower group (1 mark)
   ii) The chart (1 mark)
   iii) Term one results sheet (1 mark)