

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

(1mk)

Name	Class	Adm. No:	CAT 1	CAT2	CAT3	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	27	20				
Abuya Ken	E	8083	30	25	25				
Leonard B.	W	8047	39	24	25				

(b) **Enter** the following data in sheet 1 (20mks)

(c) **Rename** the sheet as Term one results (1mk)

(d) Find :

i) Totals (2mks)

ii) Average (2mks)

(e) Use the **IF** function to award remarks as follow (3mks)

- 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. (3mks)

ii) On the last rows enter formulas to count students from both classes (2mks)

(g) **Sort** the students list by class position in ascending order. (2mks)

(h)

i) **Copy** the entire worksheet onto sheet2 and rename it “lower group” (2mks)

ii) Filter “Lower group” sheet to display students from “E” class and whose average score is below 50. (4mks)

(i) **Draw** a bar graph to display the following information (3mks)

- The three cats
- Names
- Title as “TERM ONE COMPUTER RESULTS”

i) **Place** the legend at the bottom of the graph (1mk)

ii) **Save** the chart on a new sheet and name it graphical analysis (1mk)

(j) **Print**:

i) The filtered lower group (1mk)

ii) The chart (1mk)

iii) Term one results sheet (1mk)