

ACTIVITY 31

Spreadsheet 24

Create a new spreadsheet and save it as SS24. Then follow these steps:

1. Type the data as shown in the following table.
2. In cell G4, use the AVERAGE function to average Howard Joslin's grades.
3. Copy the contents of cell G4 to cell range G5 through G17.
4. Widen columns A, D, and F and the titles, so that you can read the names easily.
5. Save your changes and close the file.

| | A | B | C | D | E | F | G |
|----|---------------------|----------|------------|-----------|-----------|------------|----------|
| 1 | Students | Author | Portfolios | Persuasiv | Narrative | Descriptiv | Grade |
| 2 | | Projects | | Essays | Essays | Essays | Averages |
| 3 | | | | | | | |
| 4 | Joslin, Howard | 88 | 92 | 78 | 83 | 75 | |
| 5 | Calavan, Casey | 97 | 99 | 91 | 93 | 89 | |
| 6 | Petropoulos, Cheryl | 73 | 81 | 80 | 65 | 77 | |
| 7 | Figueroa, Miguel | 79 | 90 | 87 | 82 | 80 | |
| 8 | Vititow, Megan | 75 | 55 | 81 | 73 | 69 | |
| 9 | Mathis, Monica | 98 | 94 | 88 | 95 | 96 | |
| 10 | Quintero, Luis | 84 | 76 | 66 | 89 | 92 | |
| 11 | Kizer, Paula | 90 | 87 | 94 | 88 | 91 | |
| 12 | Yankey, Ottis | 79 | 74 | 78 | 77 | 83 | |
| 13 | Pfiel, Logan | 95 | 89 | 96 | 92 | 87 | |
| 14 | Locks, Andrea | 100 | 97 | 99 | 98 | 100 | |
| 15 | Flewharty, Robin | 99 | 89 | 90 | 87 | 98 | |
| 16 | Jimmerson, Gennifer | 85 | 71 | 82 | 78 | 84 | |
| 17 | Swafford, Priscilla | 87 | 69 | 83 | 76 | 68 | |



*inter*NET CONNECTION

Connect to the Internet. Enter the following address to learn about ergonomic tips for office workers:
<http://www.advergo.com>