

- ❖ Open excel sheet and write the following data
- ❖ Save the document with your name in the desktop

	A	B	C	D	
1	students				
2	Name	Marks	Exam	total	
3	Hind	50	30		
4	Maha	45	25		
5	Reem	30	23		
6					
7					

- 1- Merge the first Rows and write student
- 2- Add pink shading into whole cells in rows 2
- 3- Adjust the width of the columns
- 4- Insert green color into all borders
- 5- Change the font size 14
- 6- Adjust all words in the table to the center
- 7- Into total cell we will make the formulas
 - Sum the marks and exams
 - Into 3E name the cell result (marks + exam /2)
 - Into 6D find out the Max of the total
 - Into 6B find out the Min of the marks
 - Into 6C find out the average of the exam
 - Change the name of the sheet to student
 - Add another sheet with name school 99
 - Add your name as a header and 2016 as footer