You are supposed to create a spreadsheet using MS Excel , by following the instructions given below.

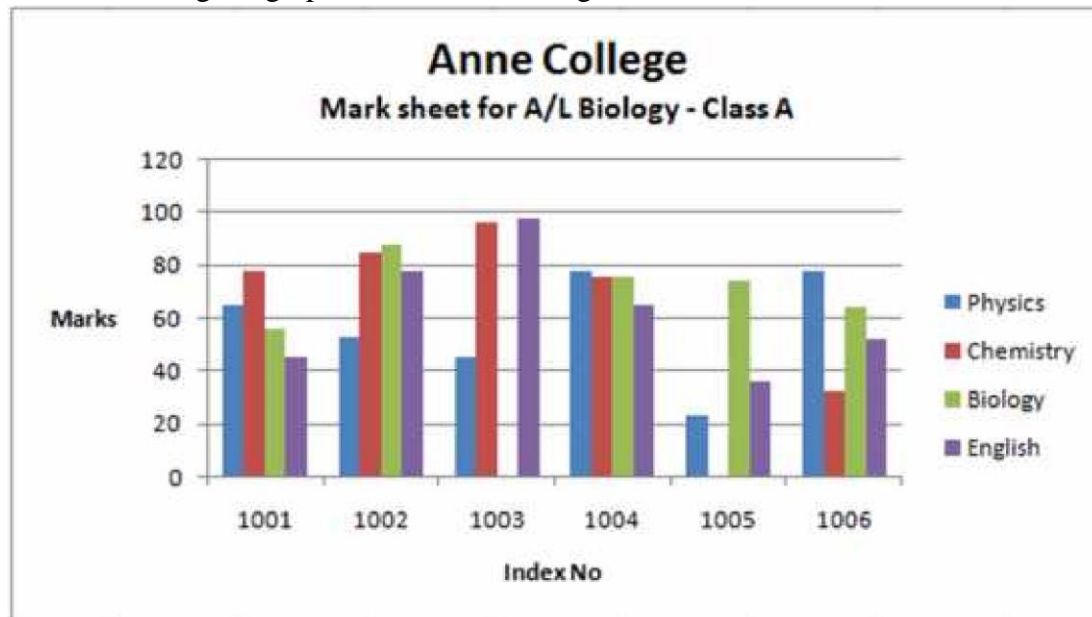| Index No.	Name	Physics	Chemistry	Biology	English	Total	Average	Rank
			Anne College					
			Mark sheet for A/L Biology - Class A					
1001	Liyanage	65	78	56	45			
1002	Ratnayake	53	85	88	78			
1003	Nilani	45	96	ab	98			
1004	Silva	78	76	76	65			
1005	Withanage	23	ab	74	36			
1006	Mendis	78	32	64	52			

Figure 1.1

1. Create a blank workbook in MS Excel 2007/2010/2013 and save it as "<Your Reg. no>".

2. Create a table with 7 rows and 9 columns in the cell range A3:I9, as shown in Figure 1.1. You have to bold and center the heading of each column.   [05 marks]

3. Insert a title "Anne College" and a sub title "Mark sheet for A/L Biology - Class A", by centering it with the table, making the text bold, and changing the font size 16 for main title and 14 for subtitle.

                                                                                    [05 marks]

4. Enter the data given under the columns, "Index No", "Name", "Physics", "Chemistry", "Biology", and "English".   [10 marks]

5. Use the relevant formula to calculate the *total marks of 'Liyanage' (Index No.- 1001)* and copy the formula to the relevant cells.   [10 marks]

6. Use the relevant formula to calculate the *average marks of 'Liyanage' (Index No.- 1001)* and copy the formula to the relevant cells.   [08 marks]

7. Format the "Average" column with *two decimal places*.   [02 marks]

8. Use the relevant formula to find the *rank of 'Liyanage' (Index No.- 1001)* and copy the formula to the relevant cells.   [10 marks]

9. Use conditional formatting to change the color of the cells of which the average mark is more than 60, in to *green*.   [10 marks]

10. Select the columns, "Index No", "Physics", "Chemistry", "Biology", and "English" column and draw a *column chart* as shown below.   [15 marks]

11. Insert the title, "Anne College", and the sub title, "Mark sheet for A/L Biology - Class A" to the top of the chart.   [05 marks]

12. Set the X axis labels with the index numbers.   [05 marks]

13. Label the X axis title as, "Index No" and Y axis title as, "Marks".   [08 marks]

14. Label the legends for 4 subjects, "Physics", "Chemistry", "Biology" and "English".

[05 marks]

15. Insert your index number in the center of the footer.   [02 marks]

16. Make sure to get a graph similar to the one given below.

17. Make sure to save the file with the name, **"<Your Reg no>"**)