

Enter the following information onto Sheet1 and rename it: **WORK-I**

Participants Who Took Computer Workshop - I							
	Jan	Feb	Mar	Apr	May	Jun	Total
Students-Graduate	1,200	1,500	1,335	800	1,800	1,500	8,135
Students-Undergraduate	900	800	1,200	900	310	500	4,610
Staff	800	825	700	400	600	300	3,625
Faculty	300	225	200	325	400	200	1,650
General Public	120	110	115	125	140	100	710
Non-Profit	45	35	20	35	55	65	255

Enter the following information onto Sheet2 and rename it: **WORK-II**

Participants Who Took Computer Workshop - II							
	Jan	Feb	Mar	Apr	May	Jun	Total
Students-Graduate	1,335	1,800	1,500	800	1,200	1,500	8,135
Students-Undergraduate	1,200	310	800	900	900	500	4,610
Staff	700	600	825	400	800	300	3,625
Faculty	200	400	225	325	300	200	1,650
General Public	115	140	110	125	120	100	710
Non-Profit	20	55	35	35	45	65	255

Enter the row and column labels from WORK-I or WORK-II onto Sheets 3 and rename it: **MAX**.

The worksheet **MAX** should now report the maximum of the WORK-I and WORK-II for each month.

Your worksheet **MAX** should look like the one below.

Participants Who Took Computer Workshops							
	Jan	Feb	Mar	Apr	May	Jun	Total
Students-Graduate	1,335	1,800	1,500	800	1,800	1,500	8,135
Students-Undergraduate	1,200	800	1,200	900	900	500	4,610
Staff	800	825	825	400	800	300	3,625
Faculty	300	400	225	325	400	200	1,650
General Public	120	140	115	125	140	100	710
Non-Profit	45	55	35	35	55	65	255