**1. Find the Minimum Marks and Maximum marks scored by each student.**

Formula used for minimum marks =MIN(E5:J5)

Formula used for maximum marks =MAX(E5:J5)

|  |  |  |
| --- | --- | --- |
| Name of the student | Min | Max. |
| Rohan | 32 | 95 |
| Mo han | 51 | 85 |
| Ravi meheta | 47 | 85 |
| Ruby tondon | 60 | 85 |
| Radhika gupta | 45 | 80 |
| Rakhi | 45 | 78 |
| david | 52 | 96 |
| mon ika mis hra | 45 | 96 |
| Tommy singh | 54 | 98 |
| p.rakesh | 45 | 96 |

2. **Calculate the totals for each student, use conditional formatting to**

**highlight the top students who have scored more than 450.**

|  |  |
| --- | --- |
| **Name of the student** | **Total** |
| Rohan | 375 |
| Mo han | 404 |
| Ravi meheta | 406 |
| Ruby tondon | 446 |
| Radhika gupta | 394 |
| Rakhi | 385 |
| david | 445 |
| mon ika mis hra | 459 |
| Tommy singh | 414 |
| p.rakesh | 421 |

3. **Calculate the length of the names of each student.**

Use formula =len()

|  |  |
| --- | --- |
| **Name of the student** | **Len** |
| Rohan | 5 |
| Mo han | 6 |
| Ravi meheta | 16 |
| Ruby tondon | 15 |
| Radhika gupta | 15 |
| Rakhi | 5 |
| david | 5 |
| mon ika mis hra | 20 |
| Tommy singh | 19 |
| p.rakesh | 8 |

4. **Replace the Name Rakhi with Rocky. Use Formulas**

Use Replace function

=REPLACE(D9,1,7,"Rocky")

5. **Combine the Roll Numbers and Names. Use formulas. The end result**

**should look like below.**

Use Concat formula.

|  |  |
| --- | --- |
| **Name of the student** | **Combine** |
| Rohan | 100101Rohan |
| Mo han | 100102Mo han |
| Ravi meheta | 100103Ravi meheta |
| Ruby tondon | 100104Ruby tondon |
| Radhika gupta | 100105Radhika gupta |
| Rakhi | 100106Rakhi |
| david | 100107david |
| mon ika mis hra | 100108mon ika mis hra |
| Tommy singh | 100109Tommy singh |
| p.rakesh | 100110p.rakesh |

6**. As you can see that some names have spacing issues. Use Formulas**

**to correct that spacing. Also ensure that the names and surnames start**

**with a capital letter**

Use Trim function and proper function.

|  |
| --- |
| **Proper** |
| Rohan |
| Mo Han |
| Ravi Meheta |
| Ruby Tondon |
| Radhika Gupta |
| Rakhi |
| David |
| Mon Ika Mis Hra |
| Tommy Singh |
| P.Rakesh |