Npower Canada								Instructions	
Your Name:							Editing and form	natting data	
Program:							1	Merge & center "Npower Canada" cells A1:C1, Apply Heading1 style	
Age:							2	Change the background color for merged cells to Blue, Accent1, Darker 25%	
							3	Change the font color for merged cells to white	
							4	Fill in your training information	
#	Week 1	Week 2	Week 3	Week 4	Week 5			Rename the active sheet with your name, leave the other sheet by default	
Course 1	60.00	70.00	0.00	90.00	100.00%		<b>Tables &amp; Condit</b>	ional formatting	
Course 2	55.00	20.00%	80.00	80.00	80.00		1	Format the courses weekly grades as a table cells "A7:F15"	
Course 3	55.00	20.00%	80.00	80.00	80.00		2	Remove the table filter option if selected	
Course 4	55.00	20.00%	80.00	80.00	80.00		3	Fill in the scores for each week	
Course 5	55.00	20.00%	80.00	80.00	80.00		4	Fix cells C9 & F8 to reflect numbers not percentages	
Course 6	55.00	20.00%	80.00	80.00	80.00		9	Remove any decimal values in the table	
Course 7	55.00	20.00%	80.00	80.00	80.00		6	Apply conditional formatting on weeks 1,2,3 to highlight scores > 80	
Course 8	55.00	20.00%	80.00	80.00	80.00			Apply conditional formatting on week 4 to highlight the highest score	
Course 9	55.00	20.00%	80.00	80.00	80.00		8	Apply conditional formatting on week 5 to highlight the lowest score	
							Simple function	ctions	
							1	In the Summary table calculate the total for each course	
							2	In the Summary table calculate the average for each course	
							3	In the summary table calculate the highest, lowest score for each course	
							Relative & Abso	bsolute reference	
	Summary					Weeks number	5	Use weeks number cell "I 22" to calculate the course average. Hint[ divide over \$1\$22 ]	
#	Course 1	Course 2	Course 3	Course 4	Course 5				
Total									
Average									
Highest score									
Lowest Score									