

## 1. Data Entry and Formatting

### Question:

Create a spreadsheet for a school that records marks of 5 students in 4 subjects. Follow these steps:

- Enter the subject names and student names in appropriate rows and columns.
- Populate the table with fictional marks (numeric values between 0 and 100).
- Format the cells to:
  - Display marks with a centered alignment.
  - Use bold headers and apply a distinct background color to the header row.
- Adjust column widths to fit the data properly.

## 2. Basic Calculations Using Functions

### Question:

Using the spreadsheet you created in Question 1, perform the following:

- Use the **AutoSum** function to calculate:
  - The total marks for each student.
  - The total marks scored in each subject.
- Calculate the **average marks** for each student and each subject using the **AVERAGE** function.

## 3. Conditional Formatting for Highlighting Important Data

### Question:

Apply conditional formatting to the marks data in your spreadsheet to visually highlight important information:

- Highlight marks greater than or equal to 90 with a green fill and bold text.
- Highlight marks less than 40 with a red fill to indicate failed subjects.
- Use a yellow fill to highlight marks between 70 and 89.

## 4. Organizing and Sorting Data

### Question:

Add an additional column to your spreadsheet labeled "**Grade**":

- Assign grades based on the total marks of each student:
  - A for total marks  $\geq 300$ .
  - B for total marks between 200 and 299.
  - C for total marks below 200.
- Sort the data by **total marks** in descending order to identify the top performers.

## 5. Formatting for Readability

### Question:

Enhance the readability of your spreadsheet by performing the following tasks:

- Apply borders to the entire table.
- Use a different font style and size for the header row.
- Add a title to the spreadsheet ("Student Marks Record") and merge and center it across the width of the table.
- Apply a light background color to alternate rows to make the data easier to read.