**Final Examination Excel Specialist**

1. Are there any mistakes in student IDs? For example are there more than one student for each ID? To answer this question, complete the Pivot Table in the sheet “IDs”.
2. What is the average grade for each level for each subject (reading, writing, general, etc.)? Complete the table in the sheet “Averages for Each Level”. (Hint: first make a pivot table and then copy and paste the data).
3. What is the average final grade for each Program of Study? Complete the table in the sheet “Averages for Program of Study”. (Hint: first use a vlookup to bring program of study to the sheet “Datasheet”, then make a pivot table).
4. Make VLOOKUP’s in the “Summary Report”.
5. Make a PDF of the “Summary Report” for every student in the Datasheet.