# Top 4

Activity 57

Score

Directions:

1. Launch MaxCount.
2. Type the following data below.

| Name | 1st Grading | 2nd Grading | 3rd Grading | 4th Grading |
|------|-------------|-------------|-------------|-------------|
| John Lennon | 83 | 85 | 86 | 87 |
| Leah Jean | 81 | 90 | 89 | 88 |
| Kristine Joy | 92 | 88 | 89 | 89 |
| Diane Durf | 89 | 85 | 86 | 88 |

3. Perform the following:
    a. Wrap the cell which contains more words in a column.
    b. Rotate the first column to the left.
    c. Format the whole data into ascending and descending order except the data in the first row.

4. After doing the task, set it back to its normal format and save it as **Top 4 Grades**.