

Computed Top 4

Formatting Text

Lesson 20

Activity 58

Directions:

Score

1. Launch MaxCount.
2. Open and answer Lesson 20 Activity 57 **Top 4 Grades**.
3. Follow the steps in computing the average of each pupil:
 - a. Add a new column with the heading: Final Grade
 - b. Be sure to place it at the same row and Final Grade column of the first pupil; then press the = (key). This tells MaxCount that you want to start computing numbers.
 - c. Move your cell pointer to the first grading of the first pupil, then press the + key. This will tell MaxCount that you will add numbers.



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

- d. Move your cell pointer to the second grading of the first pupil then press again the + key.
- e. Do the same step with the third and fourth grading of the first pupil to compute the grade of the first pupil. Then, divide the total grade with 4 because there are four grading periods to get the average grade.
- f. Do the same steps to the rest of the pupils in the list.

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

4. Save your worksheet as **Computed Top 4**.