# Ali Alrabeah

## 9/20/2020

### Instructions for document markup

Change the formatting of heading 1 style so that it uses a sans serif font, 24 point, left aligned with no indentation right or left, but with 24 point spacing before and 0 point spacing after.

Change the formatting of heading 2 style so that it uses a serif font, 18 point, left aligned with no indentation right or left, but with 18 point spacing before and 0 point spacing after.

Change the formatting of heading 3 style so that it uses a sans serif font, 14 point, left aligned with no indentation right or left, but with 14 point spacing before and 0 point spacing after.

### Instructions for spreadsheet

Format cell B1 with a yellow background color

In cell E3 place a function or formula that will give you the average of the values in cells B3 through B17

In cell E6 place a function or formula that will give you the sum of the values in cells B3 through B17

In cell E9 place a function or formula that will give you the largest value of the values in cells B3 through B17

### Instructions for database

After importing the two spreadsheet tables into a relational database tool, create a relationship in which one publisher may be related to more than one book, but each book is related to one and only one publisher.

Create a query that will answer the question "what are all the book titles associated with Oxford University Press in Great Britain?"

Create a query that will answer the question "how many book titles are associated with Oxford University Press in Great Britain?"