

1. Enter the following information in Columns A to F. Center column headings, adjust column widths as necessary.

Grade			Spring		
Book			1997		

Student	Quiz 1	Quiz 2	Mid-Term	Final	Average

John Adams	70	80	85	93	
Paul Baker	30	40	50	61	
Jill Carter	90	85	95	97	
Sarah Davis	53	72	73	76	
Betty Edens	65	75	70	80	
Kate Foster	65	90	94	89	
Bill Gates	95	89	84	54	
Pete Hill	78	44	78	84	
Jo James	90	85	85	99	
Kent Jackson	61	89	55	77	
Penny Keck	54	0	76	98	
Ray Lloyd	90	95	57	87	
Jean Michaels	78	76	21	97	
John Nichols	89	89	22	88	
Kay Ogden	89	75	89	88	
Dean Prince	98	88	35	89	
Joe Quince	90	76	87	87	
Ann Rawlings	88	98	46	65	
Troy Smith	79	54	76	76	
Sue Tullos	89	87	75	85	
Sam Ulings	54	75	75	85	
Lisa Vawter	78	76	67	78	
Becky Williams	99	89	76	59	
Dale Young	78	89	76	85	
George Zenith	87	82	87	58	

Average					

2. The Midterm Exam counts 30 percent, the Final Exam score 40 percent, and each of the two quizzes are 15 percent.
3. Format the values in column F for 1 decimal place.
4. Place the average for the columns B, C, D, E and F.
5. Format the Averages at the bottom of the columns for 1 decimal place.