

School Tests



1. Open 'lesson 3.xls' from the project folders
2. Save the spreadsheet to your area and call it 'tests'
3. Rename the tab to 'test results' (see video tutorial)
4. Highlight cells A1:D1.
 - Change the font colour to your own choice
 - Change the font style to your own choice
 - Resize the font to size 14
 - Resize the columns so that all of the text shows properly
 - Centre the headings
 - Add an appropriate image
5. Click on row 1 and insert 2 new rows (see video tutorial)
6. In cell A1, write 'school test results'
 - Change the font colour to your own choice
 - Change the font style to your own choice
 - Resize the font to size 18
7. Make row 1 wider (or deeper)
8. Merge cells A1:C1 (see video tutorial)
9. Centre the text in cells A1:C1
10. Highlight cells A3:D11 and add a background colour
11. Add a thick black border around the table (see video tutorial)
12. In cell C12 write 'Average'
In cell C13 write 'Highest'
In cell C14 write 'Lowest'



Make sure that column C is wide enough to see this text

13. Highlight cells D4:D11

Format these cells as a percentage with 0 decimal places

14. In cell D12, write a formula to find the average test mark (see video tutorial about AVERAGE)

15. In cell D13, write a formula to find the highest test mark (see video tutorial about MAX)

16. In cell D14, write a formula to find the lowest test mark (see video tutorial about MIN)

17. Highlight cells A3:D11

Sort the table on column C – Age in 'ascending' order so that the youngest is at the beginning of the column and the oldest at the bottom (see video tutorial)

18. Highlight columns B3:C11.

Create a column chart and make it 'as a new sheet' (see video tutorial on creating a new chart)

Make sure your chart:

- Has a sensible title
- Has labelled axis
- Does not have a legend
- Is on a new sheet

19. Print your column chart out.

20. Annotate your chart to explain what it is showing and how you got the data to display in ascending order

21. Highlight cells A3:D11



Sort the table on column D – 'Test Mark', this time in 'descending' order so that the highest mark is at the top of the column and the lowest mark at the bottom (see video tutorial again if you need to)

22. Highlight cells A4:A11 and also D4:D11 (remember to use the 'Ctrl' key to let you do this)

Create a 'bar' chart using the data in A4:A11 and D4:D11

Make sure your chart

- Has a sensible title
- Has labelled axis
- Does not have a legend
- Is on a new sheet

23. Print your bar chart out.

24. Annotate your chart to explain what it is showing and how you got the data to display in descending order

25. Highlight cells J3:M4

Create a 'pie' chart using the data in J3:M4 (see the video tutorial as creating a pie chart is different to creating bar/column charts)

Make sure your chart

- Has a sensible title
- Shows the percentages
- Has a legend
- Is on a new sheet

26. Print your pie chart out.

27. Annotate your chart to explain what it is showing and how you got the percentages to display

You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:

- Save this resource to a school network or VLE
- Adapt or build on this work

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