****

**Microsoft Excel -Worksheet1**

**Name: 2nd Semester 2022/ 2023**

**Date: Grade 6 – Section ………**

**Objective –** Validation rules, sorting and filtering data.

* Use appropriate software to create a new spreadsheet (MS-Excel).
* Use the instructions below to create the following table.



* 1. Merge the range [A1:E1].
	2. In the merged range, change the fill color to be Blue.
	3. Change the row height for Row#1 to 40 points.
	4. Set the text “First semester results – 2022/2023” size to 16, Calibri, bold.
	5. Align the text “First semester results – 2022/2023”: Center and Middle.
	6. Set the text in the range [A3:E3] to: Calibri, 12, Bold, center, middle.
	7. Fill the range [A3:E3] with a blue shade.
	8. Add a border to the range [A3:E15].
	9. Set the width of column B to 25 points.
	10. Set the width of the columns: C, D, and E to 12 points.
	11. Select the range [A3:E15] and then: select Data🡪 Filter.
	12. Sort the data in the table **alphabetically** from (A🡪 Z) according to **student name.**
	13. The data in the range [C4:C15] must be restricted to a whole number, between 6 🡪 8.
	14. The data in the range [D4:D15] must be restricted to [Male/Female].
	15. The data in the range [E4:E15] must be restricted to a whole number, between 0 🡪 100.
	16. Fill the table with data.
	17. In the cell B17 add the text: Created by **your *name***.
	18. Save the file