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**Assignment 2**

**Microsoft Excel**

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

**Date: Grade 7– Section ………**

1. Use appropriate software to load the file: “**Olympic.xlsx** “.
2. Change the name of the sheet from sheet1 to Olympic.
3. In cell **A2** add your name, change the fill color to be Blue.
4. Change the font of the data in Row 5 to be:

Size=14, Color = White

1. In the cell **H5** enter the text *Total*.
2. In Cell **H6** use a function to add the total throws form throw1 to throw4

Replicate this function into cells H7 to H18.

1. In cell **I5** enter the text *Average*.
2. In Cell **I6** use a function to calculate the average of throws from throw1 to throw4.

Replicate this function into cells I7 to I18.

1. In cell **J5** Enter the text *Best Throw*.
2. In cell **J6** use a function to find the Longest throw from throw1 to throw4.

Replicate this function into cells J7 to J18.

1. In cell **K5** enter the text *Great/Bad*.
2. In Cell **K6** use a function to display the text:

**“Great”** if the Total is greater than or equal to 500

**“Bad”** if not.

Replicate this function into cells K7 to K18.

1. In Cell **A20** Insert the text *Number of all Players*.
2. In Cell **B20** Use a function to count the number of all players.
3. In Cell **A21** Insert the text *Number of Female Players*.
4. In Cell **B21** Use a function to count the number of female players.
5. Adjust the column width so all of the text in all cells are fully visible.
6. Save your work.